

# CITY OF COSTA MESA, CALIFORNIA



FISCAL YEAR  
**2020-2021**

*City of the Arts*



OPERATING &  
CAPITAL IMPROVEMENT  
**BUDGET**  
PROPOSED

# CITY OF COSTA MESA, CALIFORNIA

## PRELIMINARY OPERATING AND CAPITAL IMPROVEMENT BUDGET FISCAL YEAR 2020-2021



Prepared By the Finance Department

Lori Ann Farrell Harrison  
City Manager

Carol Molina  
Acting Finance Director

# TABLE OF CONTENTS

## PAGE

### BUDGET MESSAGE

City Council Goals.....	i
CSMFO Award .....	iv
GFOA Award.....	v

### GENERAL INFORMATION

City Leadership .....	1
Organization Chart .....	2
Community Economic Profile .....	3
Budget Guide .....	7
Budget Process.....	8
Financial and Budget Policies.....	11
Description of Funds & Fund Types.....	18

### SUMMARIES OF FINANCIAL DATA

Budget Overview.....	23
Total Resources and Appropriations – All Funds (Including Transfers) – Graphs .....	28
Four-Year Summary – All Funds (Including Transfers) .....	29
Schedule of Interfund Transfer .....	30

#### Revenue Summaries – All Funds

Total Resources (Including Transfers) – Graphs.....	32
Revenue and Other Financing Sources.....	33
Sales and Use Tax.....	41
Property Tax.....	42
Transient Occupancy Tax .....	43
Franchise Fees .....	44
Licenses and Permit .....	45
Fines and Forfeitures .....	46
Use of Money and Property .....	47
Fees and Charges for Services .....	48

#### Appropriations Summaries – All Funds

Total Appropriations (Including Transfers) – Graphs.....	49
Summary of Appropriations by Department/by Category – All Funds .....	50
Summary of Appropriations by Department/by Fund – All Funds .....	52
Summary of Appropriations by Account – All Funds .....	54

#### Appropriations Summaries – General Fund

Total General Fund Appropriations (including Transfers) Graphs.....	57
Summary of Appropriations by Department by Account – General Fund.....	58
Four-Year Personnel Summary by Department .....	61

## TABLE OF CONTENTS (CONTINUED)

### PAGE

#### DEPARTMENTAL BUDGET DETAILS

City Council .....	65
City Manager's Office .....	71
City Attorney's Office .....	87
Finance Department .....	91
Parks and Community Services Department .....	101
Information Technology Department .....	121
Police Department .....	133
Fire and Rescue Department .....	151
Development Services Department .....	165
Public Services Department .....	183
Non-Departmental .....	203

#### CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Program Budget Guide.....	207
Ongoing Capital Improvement Projects .....	214
Capital Improvement Projects by Category and City Council Goals .....	218
Capital Improvement Projects by District - Map.....	222
Capital Improvement Projects by Funding Source .....	224
Capital Improvement Project Details .....	228
Five-Year Capital Improvement Project.....	260

#### APPENDIX

History of Costa Mesa .....	275
Miscellaneous Statistics .....	276
Glossary of Budget Terms .....	277
Acronyms .....	283
Computation of Legal Debt Margin .....	286
Assessed Valuation Last 10 Fiscal Years .....	287
Ratio of Net General Bonded Debt to Assessed Value and Bonded Debt Per Capita .....	288
Ratio of Annual Debt Services Expenditures for General Obligation Bonded Debt to Total General Governmental Expenditures .....	289
Description of City's Current Debt Obligations .....	290
Schedule of Debt Service Requirements to Maturity .....	291







In January 2019, the City Council embarked on a priority-setting session to establish goals and provide clear direction to staff regarding priorities for the budget process. The following goals were the results of that work and directed the budget development process.

➤ **GOAL #1: KEEP OUR COMMUNITY SAFE.**



We will:

- a. Upgrade our public safety;
- b. Improve staffing in PD, Fire, and Code Enforcement;
- c. Strong enforcement against rogue dispensaries;
- d. Develop and implement a strong homeless shelter and homeless prevention plan;
- e. Modernize our Emergency Operations Center;
- f. Continue to address the secondary impacts of sober living homes through code enforcement and pursuing legislative reforms;
- g. Support community policing, such as bike patrols; and
- h. Manage coyotes effectively.

➤ **GOAL #2: IMPROVE OUR NEIGHBORHOODS AND QUALITY OF LIFE.**



We will:

- a. Improve, expand, and add to our neighborhood parks (such as Shalimar);
- b. Improve, expand, and add to our open space via a Recreation Open Space Plan, along with enhancing restoration activities at our nature parks (including Fairview Park's restoration plan and Canyon Park);
- c. Increase our Code Enforcement program to address neighborhood nuisances;
- d. Develop a strong roll-out to the opening of Lion's Park (and community center and library);
- e. Work to enhance our overall park and community services system, including working with NMUSD and the County on innovative programming at the new Library and Community Center. This includes a focus on early childhood development programs;
- f. Provide opportunity for district-initiated input on infrastructure priorities;
- g. Invest in infrastructure improvements including streets, sidewalks, bikeways, alleyways, storm drains, parkways, medians, and trees to ensure all areas of town (especially Districts 4 and 5) are raised to the same high standard for infrastructure. This includes updating our Parkway and Median Standards and exploring the possibility of becoming a Tree City USA;
- h. Improve key travel corridors to beautify and improve appearance and to comply with the Active Transportation Plan; and
- i. Develop and implement the Westside Restoration Plan.



➤ **GOAL #3: KEEP THE CITY FISCALLY SUSTAINABLE.**

To address our long-term obligations as well as immediate needs, we will:

- a. Take measures to reduce expenditures including but not limited to:
  - Implementing energy efficiencies and sustainability practices at City Hall, in public buildings, parks and public spaces; and
  - Addressing the City's pension obligations responsibly and creatively.
- b. Increase revenues by:
  - Developing and implementing a strong economic development plan and program;
  - Prioritizing Costa Mesa businesses first when issuing Requests for Proposals (RFPs);
  - Moving to a more diversified revenue base;
  - Encouraging new business approaches and workspaces;
  - Activating the golf course as a revenue generator; and
  - Rightsizing reserve funds to increase available cash where appropriate.

## CITY COUNCIL GOALS (CONTINUED)

- c. Modernize our City's IT infrastructure comprehensively and strategically to save City resources, improve constituent services, enhance the budget process and maximize other revenues;
- d. Obtain earlier input into the Budget and Capital Improvement Program (CIP) process from the Council;
- e. Work with Department Heads to develop succession plans and stabilize workforce; and
- f. Secure outside advice to assist in changing of systems to improve our revenue projections, including relating to cannabis, and to provide stronger data on sales tax trends (brick and mortar locations v. online), and more.

### ➤ **GOAL #4: ADDRESS HOUSING SHORTAGES AND HOMELESSNESS.**



We will continue our efforts to improve housing and to end homelessness in Costa Mesa using a comprehensive way, addressing the full continuum of housing needs from crisis-shelter to supportive housing to affordable to market rate for all, including:

- a. Providing for appropriate bridge and long-term shelters;
- b. Ensuring that those chronically homeless who need specialty care get it;
- c. Anticipating and planning for new Regional Housing Needs Assessment (RHNA) number allocations; and
- d. Developing a plan for compliance with our RHNA numbers that takes into consideration protection of traditional suburban neighborhoods and reducing time spent traveling to and from work.

### ➤ **GOAL #5: IMPROVE MOBILITY AND PARKING.**



We will:

- a. Prioritize supporting the Active Transportation Plan;
- b. Form an internal committee to survey and address local neighborhood parking (including in commercial centers such as SOBECA and in parking-impacted residential areas). Any parking solutions will be implemented following a determination from both studies and public outreach that the solutions are viable;
- c. Reduce cut-through traffic;
- d. Ensure strong investment in our roads;
- e. Develop multi-purpose trail systems citywide; and
- f. Initiate a Pedestrian Master Plan with focus on safe routes to parks and schools.

### ➤ **GOAL #6: GOOD GOVERNMENT AND COMMUNITY ENGAGEMENT.**



We will:

- a. Develop and implement a communication plan to implement robust and consistent communication and engagement practices and identify activities (such as a City Council podcast) to increase awareness and engagement in City activities;
- b. Improve the way we listen to and provide information to our residents and businesses, including providing more information in Spanish and English;
- c. Complete our IT Strategic Plan;
- d. Improve transparency and accountability as well as increasing checks and balances by improving the Budget/Finance Software ("ERP" or Enterprise Resource Planning);
- e. Prioritize speed and efficiency in our recruitment efforts to get closer to full staffing faster; and
- f. Maintain up-to-date and accessible information about public works projects, significant private development sites, and other city activities.





# *California Society of Municipal Finance Officers*

*Certificate of Award*

## *Operating Budget Excellence Award Fiscal Year 2019-2020*

*Presented to the*

*City of Costa Mesa*

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting.

*January 31, 2020*



*Steve Heide*

Steve Heide  
CSMFO President

*Yolanda Rodriguez*

Yolanda Rodriguez, Chair  
Recognition Committee

*Dedicated Excellence in Municipal Financial Reporting*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Costa Mesa  
California**

For the Fiscal Year Beginning

**July 1, 2019**

*Christopher P. Morill*

Executive Director







## CITY COUNCIL



Katrina Foley  
Mayor  
At-Large



Allan Mansoor  
Council Member  
At-Large



John Stephens  
Mayor Pro Tem  
At-Large



Sandra L. Genis  
Council Member  
At-Large



Andrea Marr  
Council Member  
District 3



Manuel Chavez  
Council Member  
District 4

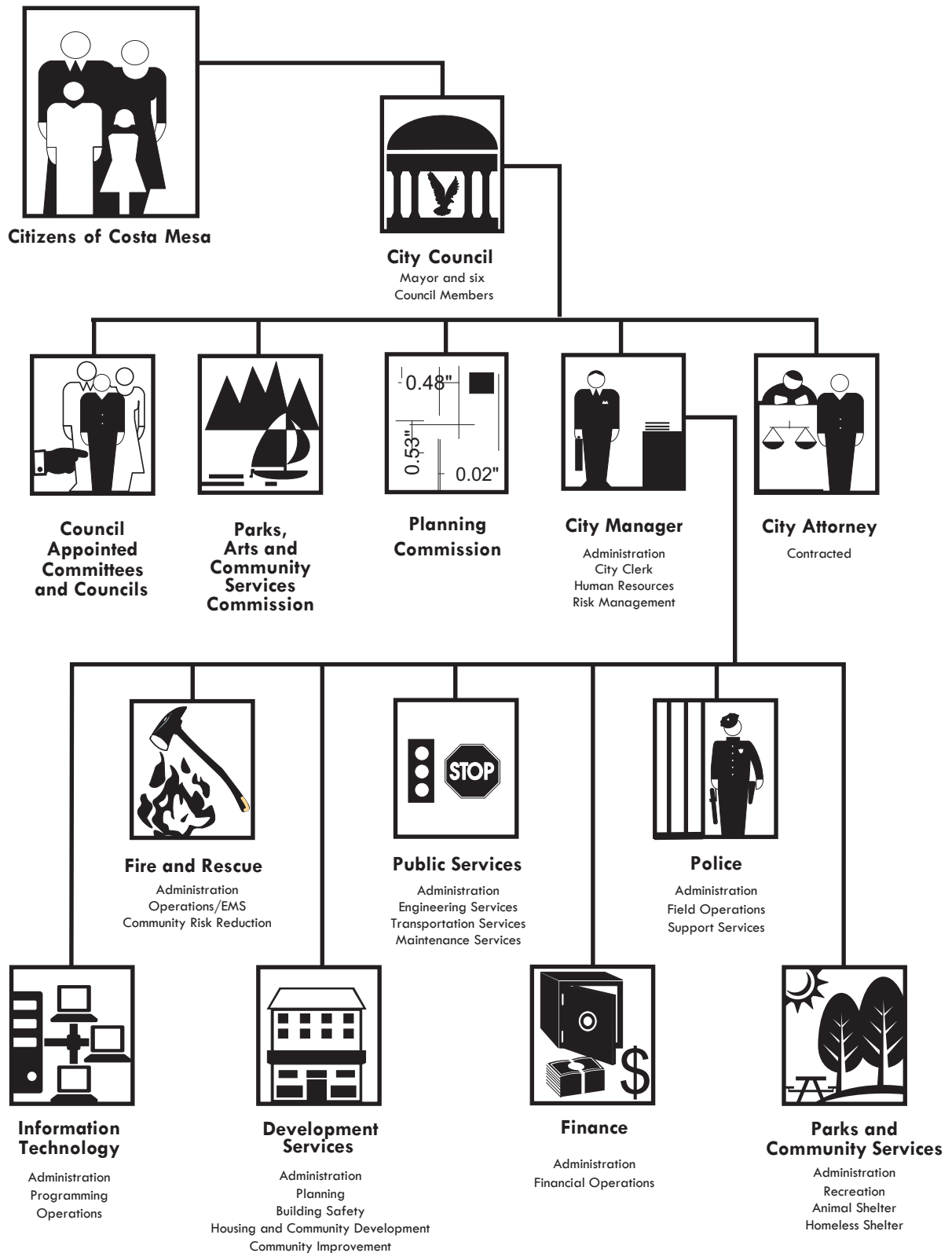


Arlis Reynolds  
Council Member  
District 5

## CITY OFFICIALS

City Manager	Lori Ann Farrell Harrison
Assistant City Manager	Susan Price
City Attorney	Kimberly Barlow
Acting Finance Director/Asst. Finance Director	Carol Molina/Jennifer King
Acting Director of Parks and Community Services	Yvette Aguilar
Director of Information Technology	Steve Ely
Chief of Police	Bryan Glass
Fire Chief	Dan Stefano
Director of Development Services	Barry Curtis
Director of Public Services	Raja Sethuraman

# ORGANIZATIONAL CHART



Visit our website at [www.costamesaca.gov](http://www.costamesaca.gov)



# Costa Mesa

## Community Economic Profile

2020

This is an annual publication prepared by the Development Services Department including Planning, Building, Housing and Community Development and Code Enforcement Divisions. For any questions regarding current or future development, please contact the department at (714) 754-5245.

### Basics

Population: 115,296      Average Household Size: 2.74  
Median Age: 36.5      Average Family Size: 3.30  
Most Recent Data from Dept. of DOF and US Census.

### Location

The City of Costa Mesa is located in central Orange County and encompasses 16.8 square miles. It is bordered by the cities of Santa Ana, Newport Beach, Huntington Beach, Fountain Valley, and Irvine. The City is approximately 37 miles southeast of Los Angeles, 88 miles north of San Diego, and 475 miles south of San Francisco. Costa Mesa is accessible from the San Diego Freeway (I-405), the Costa Mesa Freeway (SR-55), and the Corona del Mar Freeway (SR-73).

### Climate

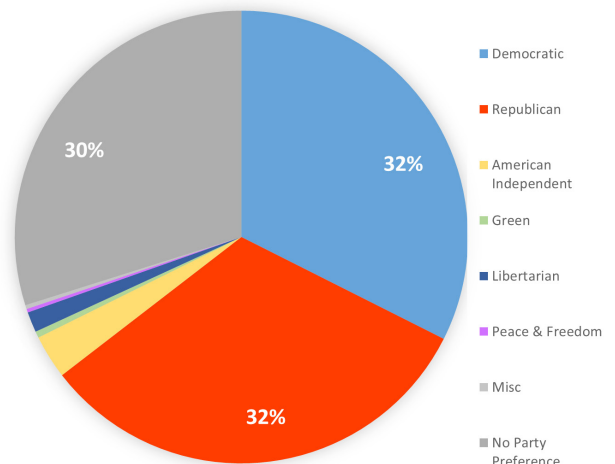
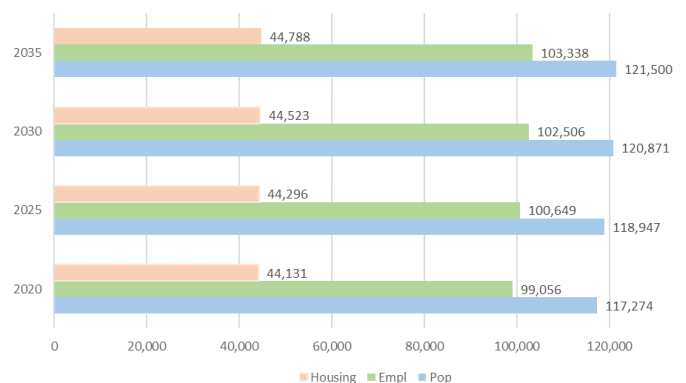
The climate is characterized by mild winters, warm summers, moderate rain fall, and generally year-round sunshine.

Average Temperature:      January high 63°, low 50°  
                                                 July high 71°, low 64°  
Average Rainfall:      10.7 inches, 65% humidity

### City Hall

Incorporated in June 1953, Costa Mesa has a Council/City Manager form of government. The 9.5 acre Civic Center is located at 77 Fair Drive. City Hall is a five-story building where the primary City administrative functions are conducted. The Civic Center complex also includes the Council Chambers, the Police Facility, the Communications Building and Fire Stations No. 5.

Forecasts





## Property Sales Prices

Homes	2018	2019
Highest	\$2,350,000	\$2,575,000
Median	\$815,000	\$870,000
Lowest	\$485,000	\$500,000
Condominiums		
Highest	\$1,298,000	\$1,250,000
Median	\$540,000	\$589,000
Lowest	\$265,000	\$345,000

Torelli Realty, 2019

## Average Asking Rental Rates

Studio apartments	\$1,706
One-bedroom apartments	\$1,769
Two-bedroom apartments	\$2,194

Costar Data pulled 5/2020

## Housing Units Distribution

	Units	%
Single Detached:	16,236	37.7%
Single Attached:	4,119	9.6%
2 to 4 units/ structure:	5,532	12.8%
5+ units/ structure:	16,160	37.5%
Mobile homes:	1,025	2.3%
Other:	28	0%
Total housing units:	43,100	100.0%
Occupied units:	41,019	95.2%
Vacant units:	2,081	4.8%
Persons per unit:	2.71	

Most Recent U.S. Census ACS 5 YR Estimate

## Households

	Units	%
Owner occupied	15,853	39.1%
Renter occupied	24,704	60.9%

Most Recent U.S. Census ACS 5 YR Estimate



## Land Use

A diversity of land uses exists within the City.

Approximately 46% of area of land within the City is zoned for residential use, 14% is designated for commercial use, 11% is zoned for industrial uses, and 29% is designated for public and semi-public uses.

Costa Mesa General Plan 2015

## Growth and Trends

	Population		Costa Mesa Retail
	O.C.	Costa Mesa	Sales Tax Revenue
1980	1,932,709	82,562	\$11.2 million
2000	2,846,289	106,103	\$30.3 million
2010	3,010,232	109,960	\$40.9 million
2015	3,451,757	112,343	\$50.1 million
2018	3,533,935	113,850	\$57.1 million

Center for Demographics Research, Dept. of Finance, City Finance Dept.

## Property Valuation

In 2018-2019, the total assessed property valuation for the City was \$18.5 billion. The total valuation for the City may be evaluated within the following categories.

Residential	\$11.7 billion
Commercial	\$4.1 billion
Industrial	\$1.5 billion
Other	\$1.2 billion

Most Recent Data from County Assessor's Office



## Employment

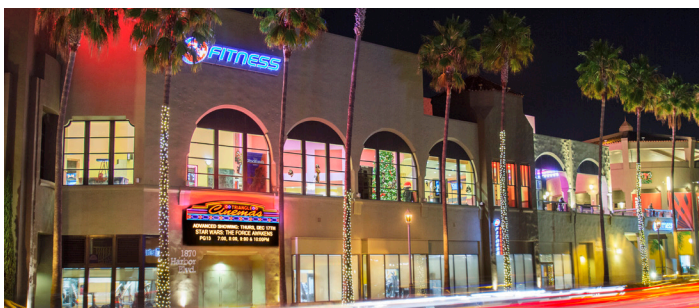
The major industries in the City are services and trade followed by manufacturing. The projection of future employment within the City is a total of 99,056 jobs in Year 2020, increasing to a total of 102,506 jobs in Year 2030. Wages, rates, extent of unionization, fringe benefits and related information for specific industries and job classifications may be obtained from the State Employment Development Department at (714) 558-6406. General information for the State of California is available at (916) 445-8008.

	Number	Percent of Total
Employed	63,542	96.4%
Unemployed	2,395	3.6%
Total Labor Force	65,937	100.0%

Most Recent U.S. Census ACS 5 YR Estimate

## Education

Newport Mesa Unified School District::	(No. of Schools)
Elementary Schools 10	
Junior High Schools	2
High Schools	2
Private Schools	17
Orange Coast Community College	
Vanguard University	
Whittier Law School	
National University	



## Major Development Projects/ Areas

Harbor Gateway (78 acres)  
 Segerstrom Home Ranch (43 acres)  
 South Coast Plaza Town Center (54 acres)  
 The Met / Experian Solutions (45 acres)  
 Sakioka Farms Lot 2 (33 acres)  
 The California by Legacy Partners (2 acres)  
 Halcyon House Apartments (393 units)  
 Avenue of the Arts Hotel (3 acres)  
 West Gateway (177 ownership units)  
 Lighthouse (89 ownership units)  
 Hive Costa Mesa (13.75 acres)  
 The Press (23.4 acres)  
 929 Baker (56 ownership units)  
 Orange County Museum of Art

## Income

Median Household Income	\$79,207	
Income and Benefits		
Less than \$10,000	1,928	4.7%
\$10,000 to \$14,999	1,149	2.8%
\$15,000 to \$24,999	2,666	6.5%
\$25,000 to \$34,999	2,748	6.7%
\$35,000 to \$49,999	4,020	9.8%
\$50,000 to \$74,999	6,850	16.7%
\$75,000 to \$99,999	5,620	13.7%
\$100,000 to \$199,999	11,526	28.1%
\$200,000 or more	4,512	11.0%

Most Recent U.S. Census ACS 5 YR Estimate (2018 Inflation-adjusted dollars)

## Industry

Civilian Employed Population	
Construction	5.9%
Manufacturing	9.2%
Wholesale Trade	3.2%
Retail Trade	11.3%
Transportation	2.9%
Information	1.9%
Finance and Insurance	9.0%
Professional, Scientific	17.9%
Educational Services	16.3%
Arts, Entertainment	13.5%
Other Services, except	5.8%
Public Administration	2.2%
Agricultural, Forestry, Fishing	0.9%

Most Recent U.S. Census ACS 5 YR Estimate

## Notable Employers

	Estimated Employees
EPL Intermediate, Inc.	3,998
Experian Information Solutions Coast Community College District Orange Coast Community College	3,700
Automobile Club of Southern California	2,900
Dynamic Cooking Systems, Inc.	1,200
FileNet Corporation	700
Vans	600
	520

CDR Progress Report

## Major Retail Centers

South Coast Plaza — 3333 Bristol St.  
 Metro Pointe — 901-907 South Coast Dr.  
 SOCO — South Coast Collection—3303 Hyland Ave.  
 The Camp — 2937 Bristol St.  
 The Lab — 2930 Bristol St.  
 Harbor Center — 2300 Harbor Blvd.  
 The Square — 3030 Harbor Blvd.  
 The Courtyard — 1835 Newport Blvd.  
 The Triangle — 1870 Newport Blvd.





## City Offices

### Police Services

Emergency	911 or (714) 754-5252
Police Information	(714) 754-5311
Animal Control	(714) 754-5311

### Fire Services

Emergency	911
Administration	(714) 754-5106

City Council	(714) 754-5285
City Manager	(714) 754-5328
City Clerk	(714) 754-5225

Business Assistance Hotline	(917) 754-5613
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### Development Services

Administration	(714) 754-5270
Plan Check	(714) 754-5273
Permit Inspections	(714) 754-5626
Planning	(714) 754-5245
Code Enforcement	(714) 754-5623

Business Licenses	(714) 754-5235
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Public Services	(714) 754-5323
Engineering	(714) 754-5323
Transportation	(714) 754-5335
Recreation	(714) 754-5300

Housing & Community Dev.	(714) 754-4870
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## City Budget

The adopted City budget for all funds used for the Fiscal Year 2018-2019 is \$163,198,016. The General Fund portion of the budget is \$133,027,741. The approved budget is effective from July 1, 2018, through June 30, 2019.

## Transportation

### Rail

AMTRAK stations at the Irvine Transportation Center (949) 753-9713 and the Santa Ana Transportation Center (714) 547-8389.

### Air

John Wayne Orange County Airport (949) 252-5200 and Los Angeles International Airport (310) 646-5252.

### Bus

Orange County Transportation Authority, Dial-A-Ride, Park-N-Ride (714) 636-RIDE or (800) 636-7433.

### Highways

San Diego Freeway (I-405), Costa Mesa Freeway (SR-55), and Corona del Mar Freeway (SR-73).

### Water

Long Beach Harbor/ Port of Los Angeles (22 miles away).

### Truck

All major trucking lines serve Orange County.

## Utilities

### Electricity

Southern California Edison (800) 655-4555

### Natural Gas

Southern California Gas Company (800) 427-2000

### Telephone

AT&T—Hotline (800) 288-2020

### Cable

Time Warner Cable (888) 892-2253

### Water

Mesa Consolidated Water District (949) 631-1200

Irvine Ranch Water District (949) 453-5300

### Sewer:

Costa Mesa Sanitary District (949) 645-8400

## Other Offices/ Contacts

Costa Mesa Chamber of Commerce (714) 885-9090

Orange County Association of Realtors (949) 722-2300

Newport Mesa Unified School District (714) 424-5000

Orange County Fair & Exposition Center (714) 708-1500

Orange County Department of Education (714) 966-4000

This brochure was prepared by the  
City of Costa Mesa Planning Division.



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Division of Costa Mesa.

The purpose of the City of Costa Mesa's budget is to serve as a "blueprint" for providing City services and as a working financial plan for the fiscal year. It also represents the official organizational plan by which City policies, priorities, and programs are implemented. It provides the means to communicate to the residents, businesses, and employees how the City's financial sources are used to provide services to the community. The budget includes both the operating costs to manage the City and the capital improvement projects that the City plans to undertake during the fiscal year.

The budget is organized by fund, by department, by division, by program, and by account. A fund is defined as a fiscal accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and balances, which are segregated for the purpose of carrying on specific activities in accordance with special regulations, restrictions, or limitations. A department (e.g., Police Department) is an organizational unit with divisions (e.g., Police Support Services) and within each division is a specific program (e.g., Crime Investigation). "Line" accounts provide the details of the type of expenditure that each department/division/program spends – e.g., salaries, benefits, supplies, and so forth.

## BUDGET PREPARATION OVERVIEW

**Budget Message:** This section includes the City Manager's transmittal letter to the City Council and describes what is in the budget, including budget issues and policies that lead to the development of the budget. It also includes the City Council's Goals which direct the budget development process.

**General Information:** This section includes the organizational chart, city leadership, the community profile, the budget guide, budget process, financial and budget policies and the description of each fund. The funds are listed by fund type: Governmental Funds (include the General Fund, Special Revenue Funds, Capital Projects Funds, and Debt Service Funds); and Proprietary Funds (include the Internal Service Funds).

**Summaries of Financial Data:** This section provides a budget overview, a variety of financial analyses such as the pie charts of resources and appropriations, multi-year budget comparisons; revenue details/narratives with historical trends, and a summary of personnel changes by department.

**Departmental Budget Details:** This section divides the document by department. It starts with the City Council. The reader will find a narrative of the department describing each division, an organizational chart, program accomplishments and goals, and performance measures/workload indicators. This section also provides the financial data of each department including multi-year comparisons of expenditures sorted in several ways – by funding source, by division, by program, and by expenditure category. The last department is the "Non-Departmental" which is not an actual department, it is merely a cost center to house expenditures such as debt service payments and transfers outs, which are not attributed to a specific department.

**Capital Improvement Program:** This section provides financial status of the ongoing capital improvement projects, a summary of the capital improvement projects planned for the year by category and by funding source, and project detail forms that include their descriptions, funding sources, and the estimated cost of each project. This section also includes a five-year capital improvement project schedule.

**Appendix:** This is the final section of the budget document which includes a brief history of the City; miscellaneous statistics (such as date of incorporation, form of government, population, etc.); community profile (provides demographics information, among other things); a glossary of budget terms; a listing of acronyms used throughout the budget document; various statistical data about the City's debt obligations; and a per capita expenditure comparison with other jurisdictions contiguous to Costa Mesa.

## **OPERATING BUDGET**

Each year, the Finance Department coordinates the preparation of the following fiscal year's budget. The information contained in the budget is the end product of a thorough financial review performed through the combined efforts of City staff.

The City's budget process begins in December with a kick-off meeting with all departments. The City Manager outlines the goals and directives for the development of the coming year's budget. The Finance Department distributes the budget calendar, instructions, forms, and budget analysis to the departments. Maintenance Services staff coordinates the departmental building modification and vehicle replacement requests. Engineering coordinates the capital improvement project requests.

Each department is responsible for developing their own budget. After the departments have submitted their budget requests, the Finance Department reviews, analyzes all supporting documentation, and compiles the data. The budget team then calculates the total amount requested including estimated revenues and projected fund balances.

The City Manager and Finance Department hold departmental budget meetings to discuss each department's requests and obtains additional information, if necessary. Following these meetings, line item requests are adjusted in accordance with the City Manager's funding decisions. This budget-making process is completed from February through May.

In the midst of FY 2020/21's budget-making process, California Governor Newsom issued an emergency proclamation on March 4, 2020 due to the outbreak of a novel coronavirus (COVID-19), that was first identified in Wuhan City, Hubei Province, China in December 2019. The COVID-19 virus quickly spread across the globe. On March 12, 2020, the City Manager, as the City's Director of Emergency Services, declared a local emergency as authorized by Government Code section 8630 and Costa Mesa Municipal Code section 6-6(a)(1). The proclamation was ratified by the City Council on March 13, 2020.

The Fiscal Year 2020-21 budget process abruptly stalled as the City pivoted to manage this pandemic. Fiscally, the City estimated significant revenue losses and quickly incurred emergency expenditures to manage the safety and health of its residents. City staff implemented cost containment efforts for FY 2019/20. Further, cost recovery efforts and documentation instructions were implemented to place the City in a position to recover its losses from State and Federal emergency reimbursement opportunities. As a result, the budget process for FY 2020/21 had to start from the beginning due to the significant ongoing fiscal impacts.

During the months of April and May, the City worked on parallel tracks to manage the fiscal impacts of COVID-19 across two fiscal years; FY 2019/20 and FY 2020/21. New budget instructions were released to departments, requesting three reduction scenarios; 5%, 10% and 15%. Departmental budget meetings with the City Manager and Finance Department were held.

The City Manager reviewed the scenarios and made recommendations. Once the recommendations were incorporated, the Finance Department, along with Central Services, prepared the proposed budget document. The City Manager submits the proposed budget to the Finance and Pension Advisory Committee (FiPAC) and City Council in June; and a study session is held. The intent is to adopt the budget by the second City Council meeting in June.

After the budget is adopted by City Council, staff incorporates the budgetary data into the City's accounting system. Staff issues the adopted budget document and submits it for both the national and the state budget awards program. On an ongoing basis, the Finance Department monitors budget performance using month-end reports, which are distributed to the departments throughout the year.

### CAPITAL BUDGET

The City maintains a rolling five-year Capital Improvement Program (CIP). In October/November of each year, the Public Services Department solicits proposals from the other City departments for inclusion in the coming year's capital improvement projects budget. Around the same time, the Finance Department provides Public Services the estimated fund balances available for appropriation for CIP. These fund balances usually come from Special Revenues Funds and Capital Projects Funds. Both these fund types are earmarked for specific uses. The General Fund provides funding for CIP based on the Capital Asset Needs Ordinance and cash is transferred to the Capital Improvement Projects Fund, where the projects will reside.

Public Services staff then prepares the capital project detail forms, which provides detailed information about the proposed capital project. Typically, a project costing \$30 thousand or more (with some exceptions depending on the type of project) is categorized as a capital improvement project. Others, costing less, could be included in consolidated Building Modification projects. These are routine maintenance and/or repairs of City buildings and facilities.

During the departmental budget meetings, the City Manager and staff review the various proposed projects. After the City Manager's evaluation of what will be included in the proposed budget, the CIP is submitted to the FiPAC Committee to review and then is presented to the Planning Commission to determine if the projects conform to the General Plan. The proposed CIPs relating to parks are also submitted to the Parks & Recreation Commission for comments and recommendations.

The FiPAC Committee reviewed the proposed CIP on May 21, 2020. The CIP was presented to the City Council at the May 26, 2020 meeting.

### BUGETING AND FUND ACCOUNTING

#### *BASIS OF BUDGETING*

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The City uses the modified accrual basis in budgeting governmental funds. This means that obligations of the City, including outstanding purchase orders, are budgeted as appropriations and revenues are recognized when they are both measurable and available to fund current expenditures.

The City does not have an enterprise fund. However, the City utilizes the internal service funds for its fleet services operations, self-insurance program and information technology replacement program. Under the internal service funds, the budget is prepared on a full accrual basis. This means expenses are recognized when incurred and revenues are recognized when due the City. Depreciation expense is not included in budgeting for internal service funds but the full purchase price of equipment is included in the budget.

#### *BASIS OF ACCOUNTING*

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The City uses the modified accrual basis of accounting for governmental funds. Revenues are recorded when measurable and available to fund current expenditures. Expenditures are recorded when the services are substantially performed or the goods have been received and the liabilities have been incurred. The City's internal service funds use the full accrual basis of accounting; revenues are recorded when earned and expenses are recorded when incurred.

Budgetary control is maintained at the department level within each fund. The City also maintains an encumbrance accounting system budgetary control. Estimated purchase amounts are encumbered prior to the release of purchase orders to vendors. At fiscal year-end, all operating budget appropriations lapse, except for ongoing grant projects.

### USER FEES & CHARGES

As part of the budget cycle, the City considers updates to its fees and charges, usually, after the budget is adopted. The City uses, to some extent, a cost allocation method for administrative and overhead charges as part of the calculation. Administrative costs are based on staff salaries and benefits, which are allocated on a pro-rata basis; overhead charges are for maintenance and operations costs which are also allocated in the same manner. Both of these charges are added to the cost of personnel who are directly involved in the activity for which a fee is charged, which is determined by the time spent on that activity multiplied by the hourly rate for salaries and benefits. The City Council conducts a public hearing before adopting the new fees.



## INTRODUCTION

The City of Costa Mesa's largest financial responsibility to its residents is the care of public funds. Financial and budget policies are developed by the Finance Department and City Manager in order to establish the framework for the overall budget planning and financial management of the City of Costa Mesa. These policies shall periodically be reviewed by the City's Finance and Pension Advisory Committee (FiPAC) and adopted by the City Council. These policies will help City officials plan fiscal strategy using a consistent approach contributing to the City's fiscal stability and will provide adequate funding of the services desired by the public.

The City Manager will propose a budget within a reasonable amount of time for the City Council and public to review and discuss it before adoption. The budget will be adopted by the City Council by June 30 of each year. If, for some unforeseen reason, the budget is not adopted by June 30, the Council must adopt a continuing appropriations resolution by June 30 that will provide for operations until the budget is adopted.

## REVENUES

### REVENUES AND GRANTS

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The City will seek to maintain a diversified and stable revenue base to protect the City from short-term fluctuations in any one revenue source. Ongoing revenues will be projected using realistic assumptions. Revenue forecasts will be neither overly optimistic nor overly conservative. They will be as realistic as possible based on the best available information. Should economic downturns develop which could result in revenue shortfalls or fewer available resources, the City will make adjustments in anticipated expenditures to compensate.

One-time revenues shall be limited for use on non-recurring items including start-up costs, reserve stabilization, capital expenses and early debt retirement. New revenue sources pending legislation or grant approval are not included in the base budget request. They will be considered for addition to the budget during the mid-year budget review process or when legislation is passed or grants are awarded.

### FEES AND CHARGES FOR SERVICES

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User fees will be imposed to cover the cost of services provided for unique or narrow segments of the community. Fees will normally be set at full cost recovery. Full cost recovery includes direct and indirect costs, overhead and depreciation for the period during which the fee will be in effect. Fees may be set at less than full cost recovery (cost of service may be subsidized) as the City Council deems necessary. Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery. Fees that are set by State law shall be implemented in accordance with those laws.

## OPERATING & CAPITAL BUDGET

### CONSISTENCY WITH COUNCIL AND CITY MANAGER PRIORITIES

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Base operating budget requests shall be consistent with the priorities and operational plans set forth by the City Council, City Manager and the City's Financial Policies. Department Heads are responsible for using these priorities and plans along with program outcome indicators to evaluate existing programs and redirect existing resources as needed for greater efficiency, to reduce cost and minimize the requests for additional resources.

## FINANCIAL AND BUDGET POLICIES (CONTINUED)

### BALANCED BUDGET

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A balanced budget means that operating revenues must fully cover operating expenditures, including debt service. Under this policy, it is allowable for total expenditures to exceed revenues in a given year by the use of unassigned fund balance. However, in that situation, beginning unassigned fund balance can only be used to fund capital improvement plan projects or other one-time, non-recurring expenditures. Budgets for funds outside the General Fund are balanced to the fund's own revenue sources without General Fund subsidy unless previously approved by the City Council.

### SALARIES AND BENEFITS

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The Finance Department will set the regular salary and employee benefits base budgets based on known changes in bargaining unit MOUs, retirement rates and other employee benefit costs. The vacancy factor will initially be set at zero percent (0%) for each department. The vacancy factor may be modified later in the budget process if necessary to reflect actual, projected or targeted vacancy rates. If the vacancy factor is set above zero percent, the dollar value of the resulting salary savings will be deducted from the applicable department's salaries and benefits budget to reduce the overall budget for the department.

### MAINTENANCE AND OPERATIONS

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Maintenance and operations shall be budgeted at the same level as current year budget to the extent they are necessary to support basic operations, Council and City Manager's goals. Budgeted base amounts may be reduced if an analysis of actual usage reveals ongoing over-budgeting practices. One-time items applicable only to past years' operations may be removed from the base.

### PERCENTAGE OF GENERAL FUND BUDGET FOR CAPITAL EXPENDITURES

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The City shall allocate a minimum of five percent (5%) of annual General Fund revenue to capital asset fund. The capital funds are to be used for the construction, design, engineering, project management, inspection, contract administration and property acquisition of city owned or operated facilities. Capital asset funds may also be applied toward debt obligations created to fund capital assets where the indebtedness originated after October 15, 2015.

For purposes of this policy, Capital assets are defined as fixed assets with a value greater than \$30,000 that are stationary in nature including, but not limited to, publicly owned or operated streets, highways, bridges, sidewalks, curbs, gutters, alleys, storm drains, trees and landscaping, medians, parks, playgrounds, traffic signals, streetlights, fences, facilities and walls. Capital assets are defined as city owned or operated buildings including, but not limited to, City Hall, Civic Center, Police Dept., Old Corp Yard, New Corp Yard, fire stations, libraries, and community centers. These expenditures can be budgeted in either the General Fund or Capital Improvements Fund. During an economic downturn or in the event of a disaster these allocated funds could be used as a type of reserve for operations upon approval by a supermajority of the entire City Council (5 votes).

### PERCENTAGE OF GENERAL FUND BUDGET FOR INFORMATION TECHNOLOGY EXPENDITURES

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The City will allocate a minimum of one and one-half percent (1.5%) of General Fund revenue to the Information Technology Replacement Fund. The technology funds are to be used for hardware, software, services, systems and supporting infrastructure to manage and deliver information.

For purposes of this policy, Infrastructure Expenditures are defined as expenditures on funding the implementation of the City's Information Technology Strategic Plan, replacement, maintenance, or improvement of the City's information technology and/or for staffing for the implementation of infrastructure needs. During an economic downturn or in the event of a disaster these allocated funds could be used as a type of reserve for operations upon approval by a supermajority of the entire City Council (5 votes).



## FINANCIAL AND BUDGET POLICIES (CONTINUED)

### CONTINGENCIES

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A contingency of up to \$1 million will be included in the annual operating budget. These amounts will allow the City Manager to retain budget flexibility for operations during the fiscal year. The Finance Department and City Manager will account for requests and approvals of the use of these funds during the fiscal year. A status report and allocation of the use of these funds will be included in the mid-year budget report. Use of these funds, as with all other funds, will comply with the City Purchasing Policy and Procedures. For FY 2020/21, the contingencies allocation was reduced to fund the fiscal challenge the City is facing as it relates to COVID-19.

FINancial and budget policies (continued)

### REQUESTS FOR BUDGET INCREASE

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All requests for budget increases require an evaluation that outlines the department's intended outcome(s). Multiple requests will be ranked in order of the department's priority for approval. Department Heads will confirm that all potential alternatives for redirecting existing resources have been examined and that lower priority items have been reduced or eliminated in order to free up existing resources before asking for an increase.

The Finance Department and the City Manager will conduct a mid-year review of prior year budget increases to determine what prior year budget increases will be funded based on funding availability. Funding for these increases will continue if the Finance Department, the City Manager and the requesting department agree that:

- They meet the performance expectations
- They merit continuation
- They are still relevant to the department's mission
- Sufficient funding exists

### FIVE-YEAR FINANCIAL FORECAST

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The City will forecast its General Fund revenues and expenditures for each of the next five years and will update this forecast at least every two years. This forecast will be reviewed by the FiPAC.

## GENERAL EXPENDITURE MANAGEMENT

### MID-YEAR BUDGET REVIEWS

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The City Council will formally review the budget to actual status of revenues and expenditures as soon as practical when the December actual information is available, and amend the budget, if necessary. The mid-year review will also serve as an opportunity for the Council to discuss and provide input on expectations for the next fiscal year budget.

### BUDGETARY CONTROL

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The level of budget control exists at the program level. Annual budgets are set at the individual account level however; Department Heads will be responsible for not exceeding the overall program budget. The Finance Department will provide monthly budget to actual reports to the City Manager and to each department (Director, Manager, or Budget Liaison) for review. It is the responsibility of each department to communicate to Finance when program budgets might be exceeded. This communication is to be before the situation occurs and include the reason or cause for the potential situation. At that time, the most appropriate action will be discussed to resolve any spending issues to ensure budgetary shortfalls do not occur.

## FINANCIAL AND BUDGET POLICIES (CONTINUED)

### BUDGET TRANSFERS AND ADJUSTMENTS

Budget transfers are shifts of existing resources between divisions, programs, and accounts. Department Heads are responsible for the efficient and effective use of the resources within their departmental budgets and are required to reallocate existing resources before requesting budget increases. Therefore, they are permitted, with the concurrence of the Finance Department, to make budget transfers of resources among the accounts, programs and divisions within their department. If a department is unable to resolve budgetary issues within their department budget, the City Manager may approve the transfer of resources between departments staying within the total appropriations previously authorized by the City Council. Exceptions to this flexibility are transfers out of salaries and benefits, which require City Manager or Finance Department approval.

The City Manager has the authority to transfer monies to the appropriate item, account, program, department, or fund to cover expenditures which have been approved by the Council, except where such transfer is expressly prohibited in a resolution or ordinance passed by the Council. The City Manager also has the authority to transfer monies between and within funds to meet the operational needs of the City within established spending limits.

Budget adjustments are changes that affect the total amount of the City budget. These include appropriation of new grants or other revenues that had not been approved or realized at the time of the budget adoption. These also include increases or decreases to unassigned fund balance for items were approved but not spent in previous fiscal years (i.e. purchase order rollovers) or for unanticipated, one-time items that cannot be postponed to the next budget cycle. Budget adjustments must be approved by the City Council.

### OPERATING CARRYOVER AND SURPLUS

Operating program appropriations not spent during the fiscal year may be carried over for specific purposes into the next fiscal year with the approval of the City Manager, reporting them to the City Council during the mid-year budget report.

A fiscal year-end surplus may occur when there is a net increase in fund balance or when there is a positive budget variance. Such a surplus will be reviewed for potential use using the following priorities:

1. Increase reserves if reserves are below target
2. Examine opportunities for prepayment and accelerated payoff of debt
3. Increase funds for capital facilities

## ACCOUNTING

The City will comply with the requirements of the Governmental Accounting Standards Board (GASB) and record and maintain its financial transactions based upon Generally Accepted Accounting Principles (GAAP).

## INVESTMENTS

The City Treasurer shall invest the City's idle funds in accordance with the guidelines established in the adopted Investment Policy.

## FUND BALANCE AND RESERVES

Fund balance consists of nonspendable, restricted, committed, assigned and unassigned funds.

*Nonspendable fund balance* includes amounts that cannot be spent because they are either not in spendable form (such as inventory) or legally or contractually required to be maintained intact (such as endowments).

## FINANCIAL AND BUDGET POLICIES (CONTINUED)

*Restricted fund balance* includes amounts that can be spent only for specific purposes specified by constitution, external resource providers, or through enabling legislation.

*Committed fund balance* includes amounts that can be used only for specific purposes determined by formal action of a city ordinance by the Council. It includes legislation (Council action) that can only be overturned by new legislation requiring the same type of voting consensus that created the original action. Therefore, if Council action limiting the use of funds is separate from the action (legislation) that created (enables) the funding source, then it is committed, not restricted. For the purposes of establishing, modifying, and rescinding a committed fund balance, the City considers an ordinance more binding than a resolution or a minute action by City Council.

*Assigned fund balance* includes amounts that are designated or expressed by the Council, but does not require a formal action like a resolution or ordinance. The Council may delegate the ability to an employee or committee to assign uses of specific funds for specific purposes. In June 2011, the City Council passed Resolution 11-27, delegating authority to establish, modify, or rescind a fund balance assignment to the Finance Director.

*Unassigned fund balance* includes the residual balance for the City's General Fund and includes all spendable amounts not contained in other classifications.

As of June 30, 2019, combined reserves fund balance totals \$53,295 million.

Fund Balance Category	FY 2018/19 Audited
<b>Committed</b>	
Declared Disasters	\$14,125
Self Insurance	2,000
Economic Reserves	7,500
<b>Assigned</b>	
Compensated Absences	4,892
Police Retirement Supplemental	2,297
Section 115 Trust	1,750
Non-spendable	280
<b>Unassigned</b>	20,451
<b>TOTAL</b>	<b>\$53,295</b>

### RESERVE STUDY AND GOALS

The financial risks that the City faces, and which should be accounted for in the process of establishing reserves, include economic volatility, major infrastructure failure, natural disasters and other emergencies. A separate study of these risks was prepared in 2015 and is periodically updated by the Finance Department to assess each category of risk and recommend to the City Council an adequate amount of reserves that will enable the City to prepare for the identified risks. At that time, Council determined the appropriate reserve level was \$55 million and committed to a plan to reach that goal and to increase the reserve level by a CPI factor annually in years where the General Fund had a surplus. During the annual budget process, the mid-year budget report and preparation of the five-year financial plan, actual reserve amounts are compared to recommended amounts. If reserves are below target, recommendations will be made for increasing reserves. The City reached the \$55 million goal on June 30, 2016, however the amount has fallen below the target level. At this time, staff have not included replenishing the reserves due to the budget constraints mentioned throughout this document.

## FINANCIAL AND BUDGET POLICIES (CONTINUED)

### COMMITTED FOR DECLARED DISASTERS/EMERGENCY RESERVE

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The \$14,125,000 committed for declared disasters was established by the City Council as an emergency reserve. As set forth by Council Resolution 11-27 (June 21, 2011) and Municipal Code Sections 2-206 and 2-207, use of this reserve is limited to the following purposes:

1. To provide required emergency funding as a result of a declared emergency.
2. To provide required funding for an unanticipated but urgent event threatening the public health, safety and welfare of the City such as earthquakes, major unanticipated infrastructure failures and terrorist events.

This reserve may only be utilized by resolution of the City Council for the reasons stated above. This amount will be shown as committed fund balance on the City's Comprehensive Annual Financial Report (CAFR).

Paired with this reserve is the policy of a minimum monthly cash balance (throughout the fiscal year) in the General Fund of at least \$14 million. This keeps the reserve funds liquid rather than having them tied up on longer-term investments. The amount presented on the monthly Treasurer's Report will be used to determine the actual ending monthly cash balance.

On March 13, 2020, the City Council declared a local emergency to enhance the City's emergency preparedness and overall readiness. The City has experienced and is predicted to continue to experience continued emergency expenditures as it relates to the COVID-19 global pandemic. As described above, this Fund Balance commitment was established as a reserve for emergency funding as a result of a declared emergency.

### COMMITTED FOR SELF-INSURANCE

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The \$2 million self-insurance reserve is set by Resolution 11-27 and Municipal Code Section 2-154. The City will maintain a minimum \$2 million Committed General Fund Balance to be used to pay actual losses not covered by other insurance policies or insurance pools. If used, this reserve shall be replenished with funds each fiscal year from the General Fund operating reserve.

### COMMITTED FOR ECONOMIC RESERVES

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During the reserve study discussed above, the City Council approved the establishment of a reserve to address possible economic instability resulting in a decline in sales tax, property tax and transient occupancy tax. After the adoption of the reserve goal, the Finance Department created the Committed for Economic Reserve account and has added \$1.5 million, annually in accordance with the reserve study.

On March 13, 2020, the City Council declared a local emergency in order to enhance the City's emergency preparedness and overall readiness. The City has experienced and is predicted to continue to experience a sharp decline in revenues, especially with regards to sales and transient occupancy taxes. As described above, this Fund Balance commitment was established as a reserve for economic instability.

### OTHER GENERAL FUND RESERVES

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The other three categories of reserves listed above are based on specific studies or calculations of what is needed for those programs. The amounts are refreshed annually and recommended to continue as long as required. In addition to these reserves, the City Council has delegated the authority to determine fund balance assignments to the Finance Director. These assignments include: Compensated Absences, Police Retirement 1% Supplemental and a Pension Section 115 Trust. These assignments total \$8.9 million at June 30, 2019.

### DEBT SERVICE FUND RESERVES

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The City shall maintain reserves in the Debt Service Funds as prescribed by the bond covenants adopted at the time of the debt issuance.

## FINANCIAL AND BUDGET POLICIES (CONTINUED)

### *EQUIPMENT REPLACEMENT FUND RESERVES*

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The Equipment Replacement Fund shall maintain adequate reserves to provide funding for replacement of fleet vehicles and motorized equipment.

### *SELF-INSURANCE FUND RESERVES*

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The Self-Insurance Fund shall maintain adequate reserves to provide funding for estimated claims and potential liabilities based upon an actuarial analysis of the risk of loss.

## **DEBT**

### *DEBT ISSUANCE*

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The City may issue long-term (exceeding twelve months) debt for capital projects and fixed assets. All General Fund debt issuances shall identify the method of repayment (or have a dedicated revenue source). The term of the debt should not exceed the life of the asset being financed. The City shall not issue General Fund debt to support ongoing operating costs unless such debt issuance achieves net operating cost savings and such savings are verified by independent analysis.

### *UNFUNDED PENSION LIABILITY*

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Should the City's pension obligations include an unfunded liability, the City shall develop a plan to reduce and eventually eliminate the unfunded liability. In addition to paying the annual required contribution (that includes amortization of the unfunded pension liability), the City will annually allocate a minimum of \$500,000 annually toward reducing the unfunded liability starting with the Fire Side Fund. In addition, if the City prepays annual retirement costs, the savings on any prepayment option exercised will be evaluated by the Finance Department to determine if it could be used to make an additional payment to the Fire Side Fund. These actions are intended to pay off the Fire Side Fund in eleven or twelve years; four to five years early.

### GOVERNMENTAL FUNDS

Governmental funds are used to account for most, if not all, of a government's tax-supported activities. The general fund, special revenues funds, debt service funds, and capital projects funds are considered governmental funds.

#### GENERAL FUND – 101

The General Fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. The Sales and Use Tax revenue from Proposition 172 are reflected in the General Fund summaries.

#### SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for proceeds of specific sources (other than for major capital projects) that are legally restricted to expenditure for specified purposes.

##### *DISASTER RELIEF FUND – 150:*

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Established to account for appropriations directly related to efforts in coordinating, managing and funding eligible response and recovery efforts associated with domestic major disasters and emergencies.

##### *GAS TAX FUND – 201:*

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Established to account for the receipt and disbursement of funds used for construction and maintenance of the road network system of the City. Financing is provided by the City's share of State gasoline taxes.

##### *AIR QUALITY IMPROVEMENT FUND (AQMD) – 203:*

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Established to account for the City's share of funds received under Health & Safety Code Section 44223 (AB 2766) to finance air pollution reduction programs consistent with the California Clean Air Act of 1988.

##### *HOME PROGRAM FUND – 205:*

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Established to account for the receipt and disbursement of funds received under the Federal Home Investment Partnership Program of the Department of Housing and Urban Development (HUD). These revenues must be expended for acquisition, rehabilitation, and new construction of rental housing.

##### *COMMUNITY DEVELOPMENT BLOCK GRANT FUND (CDBG) – 207:*

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This fund accounts for revenues received from the Department of Housing and Urban Development. These revenues must be expended to accomplish one of the following objectives: elimination of slum or blight, benefit low and moderate income persons, or to meet certain urgent community development needs.

##### *SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (SLESF) – 213:*

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Established to account for the receipt and disbursement of funds received under the State Citizen's Option for Public Safety (COPS) program allocated pursuant to Government Code Section 30061 enacted by AB 3229, Chapter 134 of the 1996 Statutes. These COPS/SLESF funds are allocated based on population and can only be spent for "front line municipal police services" as per Government Code Section 30061(c)(2).

## DESCRIPTION OF FUNDS & FUND TYPES (CONTINUED)

### *RENTAL REHABILITATION PROGRAM FUND – 216:*

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Established to account for revenues received from the Department of Housing and Urban Development under Section 17 of the U.S. Housing Act of 1937. These revenues must be expended to provide assistance to rehabilitate primarily privately-owned residential rental property.

### *NARCOTICS FORFEITURE FUND – 217:*

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Established to account for receipt and disbursement of narcotic forfeitures received from the County, State and Federal pursuant to Section 11470 of State Health and Safety Code and Federal Statute 21USC Section 881.

### *OFFICE OF TRAFFIC SAFETY FUND – 220:*

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Established to account for the receipt and disbursement of State monies received from the Office of Traffic Safety. Funds are restricted for projects utilized to enhance traffic safety and reduce drunk driving in the City.

### *FEDERAL GRANTS FUND – 230:*

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Established to account for the receipt and disbursement of Federal monies granted and received to carry out a public purpose of support or stimulation authorized by Federal law. Funds are restricted for federally-funded projects utilized within the City. All projects are to abide to the Uniform Guidance set by the Office of Management and Budget.

### *STATE GRANTS FUND – 231:*

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Established to account for the receipt and disbursement of State monies granted and received. Funds are restricted for projects funded by the State of California and are to abide all State requisites.

### *RMRA GAS TAX FUND – 251:*

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Established to account for the receipt and disbursement of state monies received from the Road Maintenance and Rehabilitation Account. Funds are restricted for projects utilized to address deferred maintenance on the local street and road system.

## **DEBT SERVICE FUNDS**

Debt Service Funds are used to account for accumulation of resources for, and the payment of, general long-term debt including principal and interest.

### *FINANCING AUTHORITY DEBT SERVICE FUND – 380:*

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To accumulate monies for the payment of the 2017 Lease Revenue Bonds. The 2017 Lease Revenue bonds refunded the Public Financing Authority 2007 Certificates of Participation and provided partial funding for the Lion's Park Project.

### *PUBLIC FINANCING AUTHORITY DEBT SERVICE FUND – 390:*

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To accumulate monies for payment of the 2006 Revenue Refunding bonds. The 2006 Revenue Refunding bonds refunded the 1991 Local Agency Revenues Bonds that provided monies for the purchase of the Costa Mesa Community Facilities 1991 Special Tax Bonds.



## DESCRIPTION OF FUNDS & FUND TYPES (CONTINUED)

### CAPITAL PROJECTS FUNDS

Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

#### *PARK DEVELOPMENT FEES FUND – 208:*

Established to account for the development of new park site and playground facilities. Financing is provided by fees charged to residential and commercial developers.

#### *DRAINAGE FEES FUND – 209:*

Established to account for the construction and maintenance of the City's drainage system. Financing is provided by fees charged to residential and commercial developers.

#### *TRAFFIC IMPACT FEES FUND – 214:*

Established to account for the receipt and disbursement of funds for off-site transportation improvements Citywide. Financing is provided by fees charged to residential and commercial developers.

#### *FIRE SYSTEM DEVELOPMENT FEES FUND – 218:*

Established to account for the receipt and disbursement of the development impact fees established by Ordinance No 89-1 for future construction of fire protection facilities and equipment for north Costa Mesa.

#### *CAPITAL OUTLAY FUND – 401:*

Established to account for capital expenditures financed by the City's General Fund and any grant not accounted for in a special revenue fund. This includes 1) *Capital Projects*: with a value greater than \$5,000 that are stationary in nature including, but not limited to, publicly owned or operated streets, highways, bridges, sidewalks, curbs, gutters, alleys, storm drains, storm water pump stations, trees and landscaping, medians, parks, playgrounds, traffic signals, streetlights, fences, and walls and 2) *Capital Facilities*: City owned or operated buildings including, but not limited to, City Hall, Civic Center, Police Department, Old Corp Yard, New Corp Yard, fire stations, libraries, and community centers.

The City approved 5.0% of General Fund revenues to be transferred to fund Capital assets, as required by the Capital Asset Needs (CAN) Ordinance. On May 19, 2020, Council approved to waive the CAN Ordinance required contribution amount to Capital projects. The reduction was a necessary measure to assist in closing the FY 2020-21 fiscal impact resulting from COVID-19.

#### *VEHICLE PARKING DISTRICTS FUND – 409/410:*

Established under the Vehicle Parking District Law of 1943 to provide vehicle facilities in the downtown area. Financing is provided through specific property tax levies.

#### *GOLF COURSE IMPROVEMENT FUND – 413:*

Established to account for the Costa Mesa Country Club capital expenditures. The City receives two and one-half percent of the monthly gross receipts of green and tournament fees to finance capital improvements.

## DESCRIPTION OF FUNDS & FUND TYPES (CONTINUED)

### *MEASURE "M2" REGIONAL FUND – 415:*

Established to account for expenditure of Measure M2 funds allocated based on "competitive" basis in accordance with the November 2006 voter-approved one-half percent sales tax for local transportation.

### *MEASURE "M2" FAIRSHARE FUND – 416:*

Established to account for expenditure of Measure M2 funds allocated based on "Fairshare" basis in accordance with the November 2006 voter-approved one-half percent sales tax for local transportation improvements.

### *JACK HAMMETT SC CAPITAL IMPROVEMENT FUND – 417:*

Established to account for receipt and disbursement of funds related to on-going maintenance of Jack Hammett Sports Complex. Funding is provided by the facility's rental income.

### *LIONS PARK PROJECT 2017 BOND FUND – 418:*

Established to account for the receipt and disbursement of bond funds for construction of a new library and renovation of the existing library into the neighborhood community center. Project funding is partially provided by bond proceeds with the remaining balance provided by the Capital Improvements Fund, Park Fees Fund, and Gas Tax Fund.

## **PROPRIETARY FUNDS**

### **INTERNAL SERVICE FUNDS**

Internal Service Funds are used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis.

### *EQUIPMENT REPLACEMENT FUND – 601:*

Established to account for all motorized equipment used by City departments.

### *SELF-INSURANCE FUND – 602:*

Established to account for the receipt and disbursement of funds used to pay workers' compensation, general liability, and unemployment claims filed against the City.

### *INFORMATION TECHNOLOGY REPLACEMENT FUND – 603:*

Established to provide funds for future replacement and upgrade to the City's computer equipment, systems and supporting infrastructure. On March 18, 2020, the City Council adopted Ordinance No. 2020-06 amending Chapter V (Finance) of Title 2 (Administration) of the Costa Mesa Municipal Code to revise Article 8 (capital asset needs) and add Article 9 (information technology needs) reallocating 1.5% of General Fund revenues from capital improvements to information technology improvements.





## SUMMARIES OF FINANCIAL DATA

FY | 2020-2021

## BUDGET OVERVIEW

The Fiscal Year 2020-21 Budget reflects the operating and capital spending plans for the General Fund, Special Revenue Funds, Capital Project Funds, and Internal Service Funds. The total proposed budget for all funds is approximately \$161 million, a decrease of \$11.3 million or 7 percent compared to the adopted budget for Fiscal Year 2019-20. Table 1 illustrates these amounts.

TABLE 1 – PROPOSED BUDGET – ALL FUNDS

Expenditure Category	Adopted FY 2019-20	Proposed FY 2020-21	Increase/(Decrease)		FY 2020-21 % of Total
			Amount	Percent	
Operating Budget	\$ 149,016,164	\$ 142,804,662	\$ (6,211,502)	-4%	89%
Transfers Out	5,430,141	4,099,924	(1,330,217)	-24%	3%
Capital Budget	17,597,366	13,855,245	(3,742,121)	-21%	9%
Total	\$ 172,043,671	\$ 160,759,831	\$ (11,283,840)	-7%	100%

## GENERAL FUND BUDGET OVERVIEW

The General Fund comprises 83.1 percent of the total operating budget. Therefore, the succeeding discussion will focus primarily on the General Fund.

The General Fund budget is \$133.6 million (including transfers out), a decrease of approximately \$8.6 million, or 6 percent compared to the Fiscal Year 2019-20 adopted budget. Table 2 below illustrates the components and the changes of the budget as compared to the prior year's budget.

TABLE 2 – GENERAL FUND OPERATING BUDGET

Expenditure Category	Adopted FY 2019-20	Proposed FY 2020-21	Increase/(Decrease)		FY 2020-21 % of Total
			Amount	Percent	
Salaries and Benefits	\$ 98,502,488	\$ 93,313,604	\$ (5,188,884)	-5%	70%
Maintenance and Operations	38,027,253	34,934,966	(3,092,287)	-8%	26%
Fixed Assets	1,345,620	1,252,409	(93,211)	-7%	1%
Transfers Out	4,280,141	4,099,924	(180,217)	-4%	3%
Total	\$ 142,155,502	\$ 133,600,903	\$ (8,554,599)	-6%	100%

## SALARIES AND BENEFITS

Budgeted personnel costs decreased by \$5.2 million, or 5 percent. This decrease is primarily attributed to additional vacancy attrition factors implemented in departments to capture salary savings of vacant positions, a ten percent furlough proposed to all full-time employees, and the continuation of reduced part-time staffing hours. In an effort to contain costs in light of the pandemic crisis experienced in Fiscal Year 2019-20, the City reduced part-time staffing and hours. Budgeted positions are set at the level of personnel needed to continue providing expected levels of services to the community. Instead of budgeting all positions at full cost, an additional vacancy factor, above the adopted FY 19/20 vacancy attrition, has been applied to account for the anticipated budget savings from vacant positions.

## MAINTENANCE AND OPERATIONS

The maintenance and operations category includes such accounts as: office supplies; office equipment; electricity; gas and water for all City owned property including parks, medians, street lights and traffic signals; park and facility maintenance, general liability insurance, the contingency account, and principal and interest payments on outstanding City debt. The budget for maintenance and operations in the General Fund is \$35 million, a net decrease of \$3.1 million, or 8 percent compared to the FY 2019-20 adopted budget.

## BUDGET OVERVIEW (CONTINUED)

### TRANSFERS OUT

The budget includes an operating transfer out totaling \$4.1 million, to fund various Capital Improvement Program (CIP) projects and information technology replacement needs. On May 19, 2020, City Council approved to waive the 5.0% of General Fund revenues to be transferred to the Capital Outlay Fund, as required by the Capital Asset Needs (CAN) Ordinance. The proposed amount to be transferred for Fiscal Year 2020-21 is \$2.2 million to the Capital Improvement Fund. Ordinance 2020-06, passed by the City Council on March 17, 2020, approved to reallocate 1.5% of the annual General Fund revenues to fund the City's technology needs. The budget includes \$1.8 million transfer to the Information Technology Replacement Fund to comply with this ordinance.

The total proposed FY 20-21 General Fund revenue is \$126.3 million, a decrease of \$15.3 million or 11 percent compared to FY 19-20 adopted budget. Table 3 illustrates the General Fund revenue sources estimates.

TABLE 3 – GENERAL FUND REVENUE ESTIMATES

Revenue Source	Adopted FY 2019-20	Proposed FY 2020-21	Increase/(Decrease)		FY 2020-21 % of Total
			Amount	Percent	
Taxes	\$ 119,985,686	\$ 110,328,616	\$ (9,657,070)	-8%	87%
Licenses and Permits	3,466,720	2,610,808	(855,912)	-25%	2%
Fines and Forfeitures	1,623,244	1,487,358	(135,886)	-8%	1%
Use of Money and Property	4,283,988	2,685,661	(1,598,327)	-37%	2%
Other Governmental Agencies	438,600	922,023	483,423	110%	1%
Fees and Charges for Services	8,832,601	7,269,538	(1,563,063)	-18%	6%
Other Revenue	1,920,064	1,056,097	(863,967)	-45%	1%
Operating Transfer In	1,150,000	-	(1,150,000)	-100%	0%
Total	\$ 141,700,903	\$ 126,360,101	\$ (15,340,802)	-11%	100%

### REVENUES

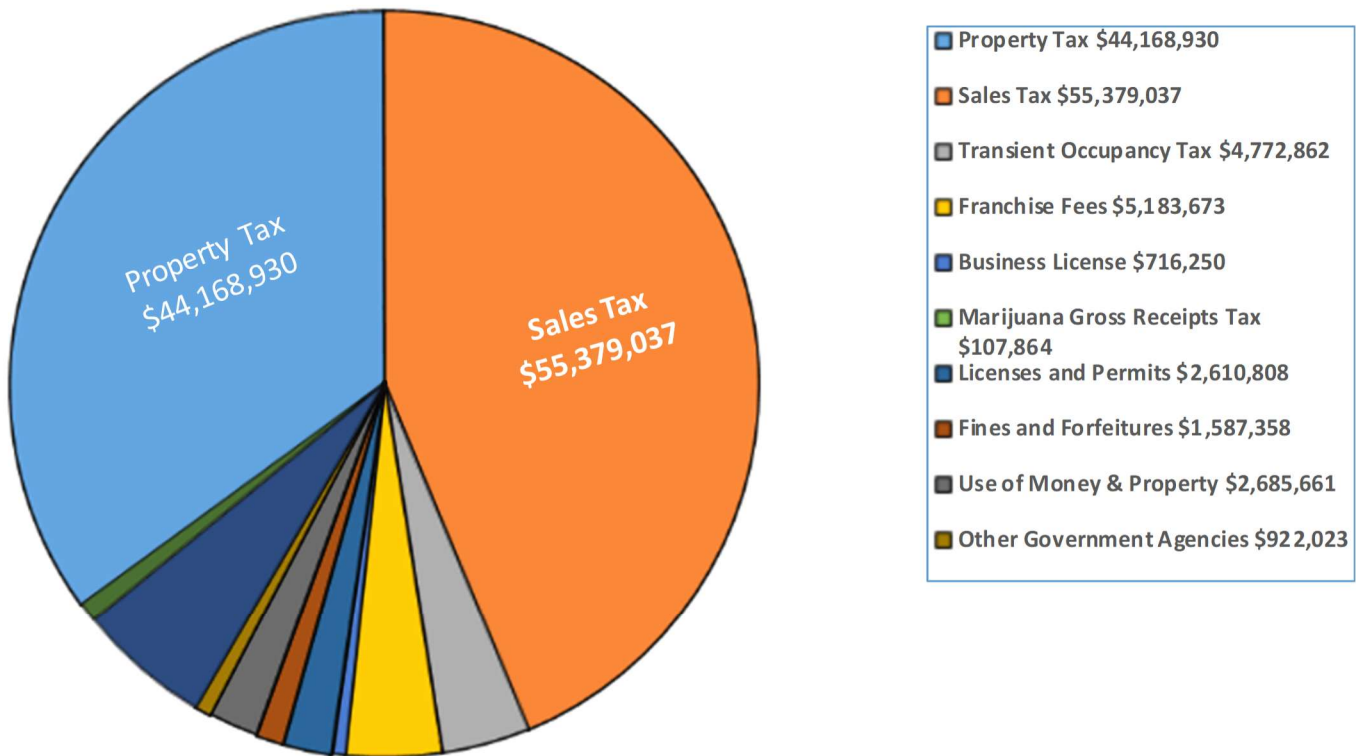
Prior to COVID-19, City management was working with all Departments to develop a structurally balanced FY 2020-21 Proposed General Fund Budget that while modest, still reflected minor increases in select revenue categories. Unfortunately, the City is now facing a significant and unprecedented workload and financial challenge due to the continuing global COVID-19 pandemic. As a result, numerous General Fund revenue sources are declining significantly including tax revenues (e.g. sales tax, hotel tax, and business license tax, etc.), and fees, fines and charges. Table 3 above reflects an overall 11 percent decrease in General Fund revenue compared to Fiscal Year 2019-20 adopted budget, this is primarily attributed to steep decreases in sales and transient occupancy taxes. The combined decrease of these two taxes make up \$9.3 million of \$9.7 million decrease in taxes.

Descriptions, assumptions, and a ten-year historical trend on the General Fund revenue sources by major categories may be found in the following Summaries of Financial Data section of this book.



## BUDGET OVERVIEW (CONTINUED)

GRAPH 1 – GENERAL FUND REVENUE ESTIMATES BY CATEGORY



### OTHER GOVERNMENTAL FUNDS

To gain a better understanding of the budget as a whole, the General Fund budget is compared to the entire budget covering all governmental funds. Table 4 illustrates this relationship.

TABLE 4 – REVENUE BUDGET – ALL FUNDS BY FUND TYPE

Fund Types	Adopted FY 2019-20	Proposed FY 2020-21	Increase/(Decrease)		FY 2020-21 % of Total
			Amount	Percent	
General Fund	\$ 141,700,903	\$ 126,360,101	\$ (15,340,802)	-11%	88%
Special Revenue Funds	8,154,337	7,324,814	(829,523)	-10%	5%
Capital Projects Funds	13,497,151	9,636,470	(3,860,681)	-29%	7%
Total	\$ 163,352,391	\$ 143,321,385	\$ (20,031,006)	-12%	100%

\*Does not include Internal Services Revenue

**INTERNAL SERVICE FUNDS**

The City uses Internal Service Funds to account for the following activities:

**EQUIPMENT REPLACEMENT FUND**

This fund accounts for the accumulation of resources necessary to replace vehicles over a number of years based upon an established replacement schedule. This fund also accounts for fleet services provided by the Maintenance Services Division to the user-departments. For FY 2020-21, the budget is approximately \$2.6 million and the estimated revenue is \$2.6 million.

Under the Internal Service Funds method of accounting for fleet services, user-departments are charged monthly internal rent. The rent consists of the estimated cost for future replacement of department vehicles and the monthly cost of maintenance, including fuel. Staff uses an inflationary factor compounded annually to determine the estimated future replacement cost divided by the estimated life of the vehicles. Maintenance charges are based on actual usage of fuel and service, including labor, materials, and overhead costs.

**SELF-INSURANCE FUND**

This fund accounts for the Risk Management Program including workers' compensation, general liability, and unemployment insurance. The FY 2020-21 budget totals \$4.9 million and the estimated revenue is \$4.9 million. The City currently contracts with separate vendors for workers' compensation and managed care services that historically were handled together. Since the City has separated the two, it has been able to take advantage of competitive rates and additional cost savings on medical expenses.

The unemployment insurance portion is based on actual payments to the State Employment Development Department (EDD), which processes the claims for unemployment benefits on behalf of the City. The City reimburses the EDD on a quarterly basis. Departments are charged back based on an established formula.

Revenues for the Self-insurance Fund come from internal charges to the user-departments based on historical costs of incurred losses, insurance premiums, and other services provided by the Risk Management Division.

**IT REPLACEMENT FUND**

This fund accounts for the accumulation of resources necessary to replace hardware and software related to information technology. Departments are charged based on FTE while computers are replaced based on a three-year rotation schedule as determined by the Information Technology Department.

**CAPITAL IMPROVEMENT PROJECTS**

The proposed capital budget is approximately \$13.9 million, a decrease of 21% from the adopted FY 2019-20 budget. In reviewing the Capital Improvement Program budget, it is important to keep in mind that most projects are funded by restricted revenue sources or grants. Consequently, there will potentially be significant differences from year to year in both the numbers of projects proposed and the total dollars budgeted. Primary funding sources for capital projects include the Measure M, Gas Tax, Gas Tax, RMRA, Air Quality Management Fund, Community Development Block Grant, Park Development Fees, Traffic Impact Fees, Capital Improvement and Drainage Fees Funds.

## BUDGET OVERVIEW (CONTINUED)

Key projects included in the Capital Improvement Budget for FY 2020-21 are:

- Costa Mesa Bridge Shelter renovation
- N/B Newport Boulevard Improvements, from 22<sup>nd</sup> to Bristol and S/B Bristol to Mesa
- Citywide street improvements
- Citywide alley improvements
- Adams Avenue at Pinecreek Drive - Improvements

The City's Five-Year Capital Improvement Program (CIP) is listed at the end of the CIP section of this budget book. This section provides comprehensive, detailed information on the capital projects that the City plans to undertake in the coming fiscal year and beyond. It also contains a summary listing of projects by funding source.

### USE OF FUND BALANCES

During times of emergency or due to other needs, the City may utilize its general operating reserve (which is part of the "committed" and "assigned" fund balance) if circumstances warrant, as defined in Costa Mesa Municipal Code Section 2-205 et seq. The General Fund balance is distinguished from other fund balances. The fund balances of the Special Revenue Funds and Capital Project Funds are earmarked for specific uses based upon the criteria for which these funds were established. These types of funds may accumulate monies over a period of one or more years for future appropriations. The City utilized the Economic and Declared Disaster Reserves in the proposed Fiscal Year 2020-21 Proposed Budget. This was essential to maintain essential services during the COVID-19 pandemic.

Table 5 lists the estimated fund balances to be used to support the Fiscal Year 2020-21 proposed budget.

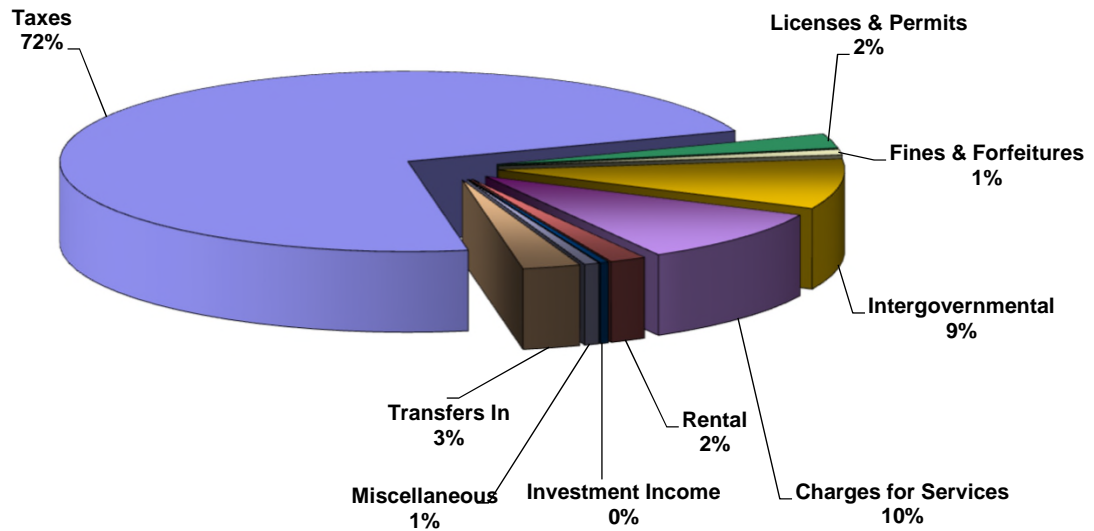
**TABLE 5 – ESTIMATED FUND BALANCES TO BE USED**

Fund Types	Amount To Be Used
General Fund 101	\$ (7,240,802)
CDBG 207	(200,230)
Park Development Fees 208	(287,731)
Traffic Impact Fees Fund 214	(416,000)
Golf Course Improvement Fund 413	(173,500)
Measure M Fairshare	(177,285)
Total	<u>\$ (8,495,548)</u>

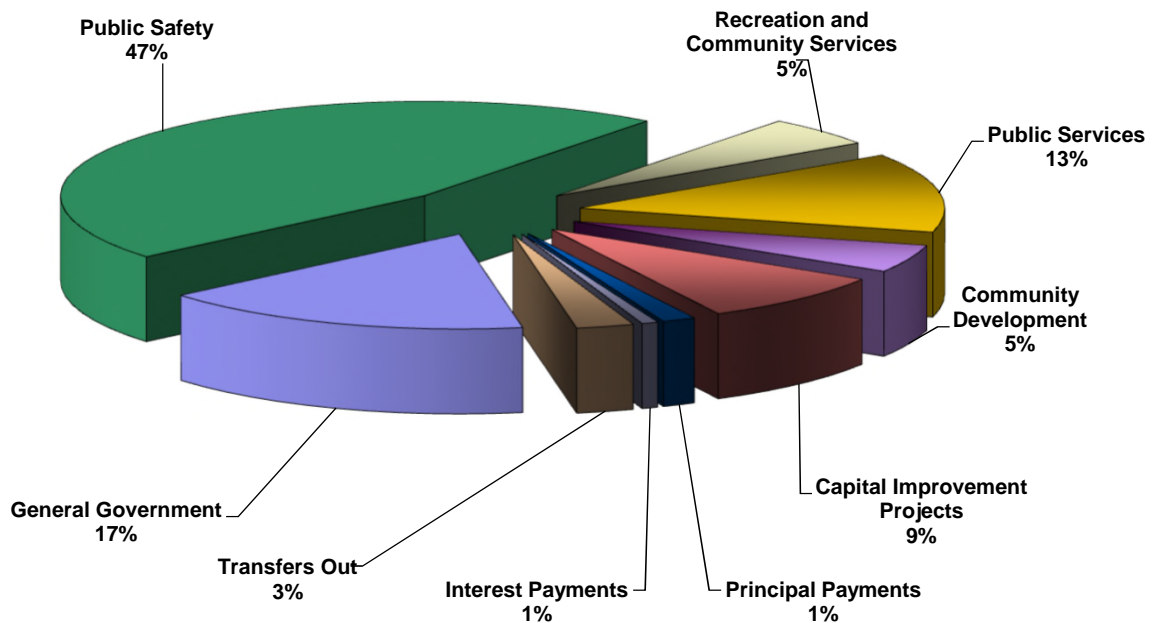
# TOTAL RESOURCES AND APPROPRIATIONS - ALL FUNDS (INCLUDING TRANSFERS)

for the Fiscal Year Ending June 30, 2021

## TOTAL RESOURCES - \$152,668,998



## TOTAL APPROPRIATIONS - \$160,759,831



## FOUR-YEAR SUMMARY - ALL FUNDS (INCLUDING TRANSFERS)

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

The following is a four-year budget summary that includes all governmental and proprietary funds. The \$355 thousand decrease in taxes compared to FY 17-18 Actuals, is due to the economic impact, directly related to the COVID-19 pandemic. The decrease in Total Expenditures & Other Uses is also directly attributed to the reduction to services levels, due to the decrease in revenues from the COVID-19 pandemic. Excess appropriations over total estimated resources were/will be funded from available fund balances and use of reserves.

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>Revenues and Other Sources</b>				
Taxes	\$ 110,699,878	\$ 123,648,794	\$ 119,995,740	\$ 110,344,849
Licenses and Permits	8,523,675	6,134,697	6,102,947	3,947,407
Fines and Forfeitures	1,612,231	2,468,993	1,623,244	1,487,358
Intergovernmental	10,792,793	16,181,301	14,382,866	13,750,778
Charges for Services	12,381,906	17,471,061	16,776,040	14,795,227
Rental	2,921,618	2,998,142	3,433,988	2,596,411
Investment Income	581,146	5,844,088	1,612,775	590,947
Miscellaneous	1,785,648	2,185,438	1,920,062	1,056,097
Bond Proceeds	18,506,603	-	-	-
Transfers In	14,025,348	17,340,845	5,430,141	4,099,924
<b>Total Revenues and Other Sources</b>	<b>\$ 181,830,848</b>	<b>\$ 194,273,359</b>	<b>\$ 171,277,805</b>	<b>\$ 152,668,998</b>
<b>Expenditures and Other Uses</b>				
General Government	\$ 20,669,216	\$ 29,271,596	\$ 29,159,510	\$ 26,675,009
Public Safety	67,711,125	76,735,872	77,957,259	74,995,488
Recreation and Community Services	5,702,651	6,611,825	8,034,074	8,150,332
Public Services	21,581,836	22,280,662	22,849,799	21,825,345
Community Development	6,315,471	7,035,334	7,984,564	7,628,128
Capital Improvement Projects**	35,219,920	42,373,417	17,597,366	13,855,245
Debt Service:				
Principal Payments*	2,685,000	1,610,261	1,800,000	2,375,000
Interest Payments*	997,515	1,263,185	1,230,958	1,155,360
Transfers Out*	14,025,348	20,094,245	5,430,141	4,099,924
<b>Total Expenditures and Other Uses</b>	<b>\$ 174,908,084</b>	<b>\$ 207,276,397</b>	<b>\$ 172,043,671</b>	<b>\$ 160,759,831</b>
<b>Estimated Ending Balances</b>	<b>\$ 6,922,764</b>	<b>\$ (13,003,038)</b>	<b>\$ (765,866)</b>	<b>\$ (8,090,833)</b>

\* Included under Non-Departmental in other presentations in the document.

\*\* Fluctuations from year to year are the result of capital improvement project budgets carrying over beyond the year they are budgeted in due to the length of time required to complete the project.



## SCHEDULE OF INTERFUND TRANSFERS

for the Fiscal Year Ending June 30, 2021

Fund	Transfers In	Transfers Out
General Fund - 101	\$ -	\$ 4,099,924 <sup>1,2</sup>
Capital Improvement Fund - 401	2,238,000 <sup>1</sup>	-
IT Replacement Fund - 603	1,861,924 <sup>2</sup>	-
Total	<u>\$ 4,099,924</u>	<u>\$ 4,099,924</u>

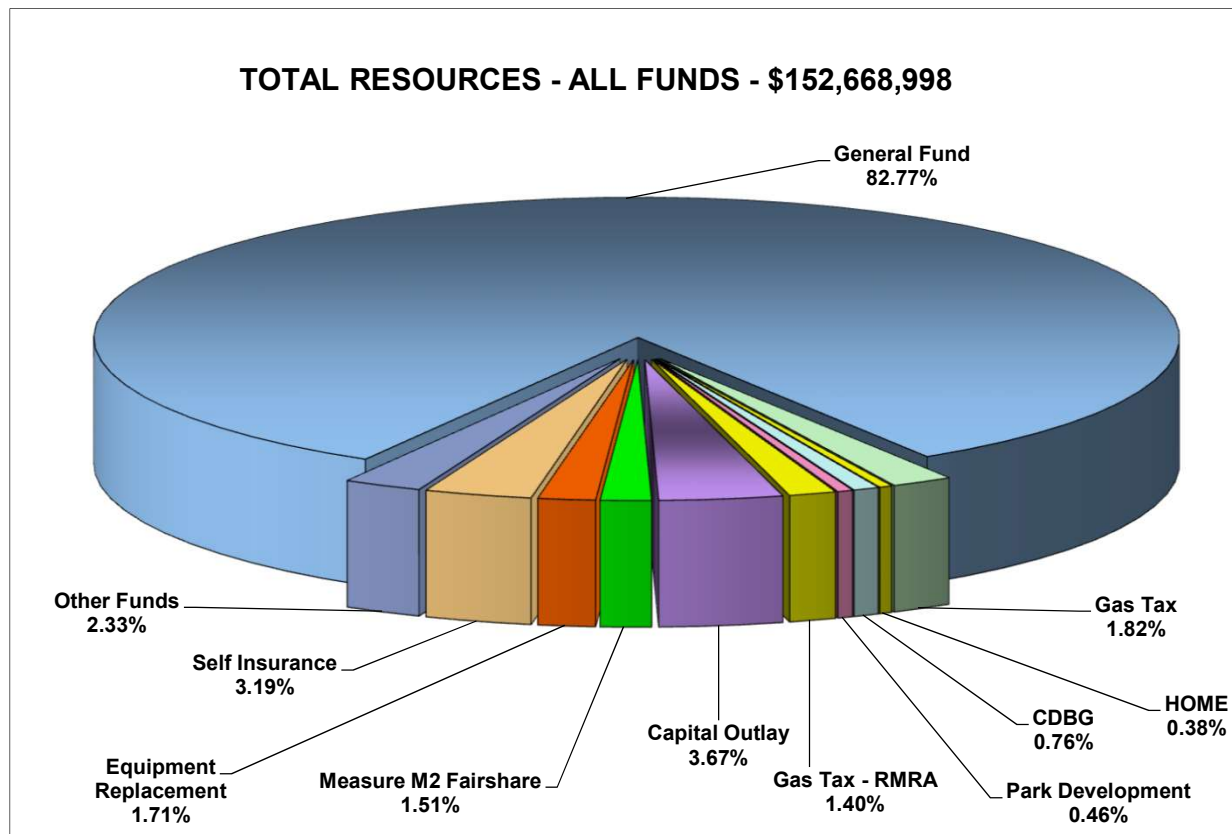
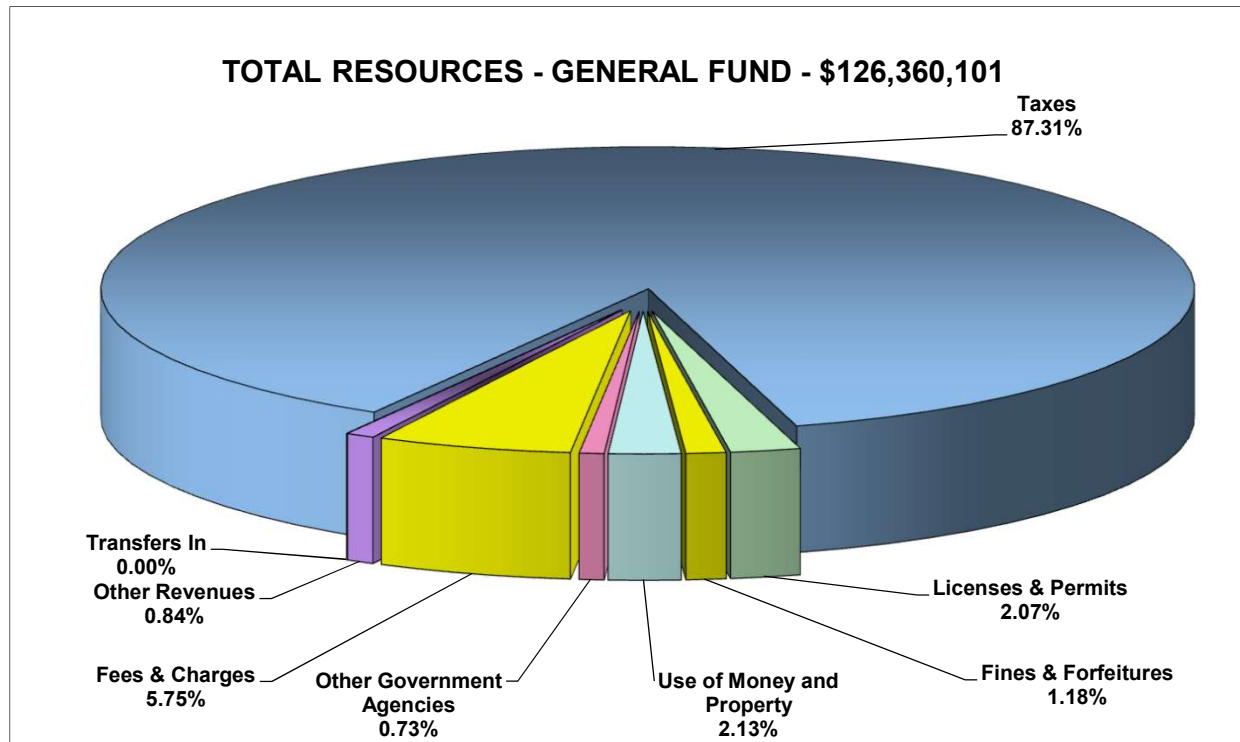
<sup>1</sup> Funding of \$4,280,141 for support of projects in the Capital Improvement Fund.

<sup>2</sup> Funding of \$1,861,924 for Information Technology Strategic Plan project.



## TOTAL RESOURCES (INCLUDING TRANSFERS)

for the Fiscal Year Ending June 30, 2021



# REVENUE & OTHER FINANCING SOURCES

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Fund/Account Description	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>GENERAL FUND</b>				
<b>Fund 101 - General Fund</b>				
<b><u>Taxes</u></b>				
Property Tax - Secured	\$ 26,327,020	\$ 28,381,704	\$ 28,159,230	\$ 28,742,126
Property Tax - Unsecured	827,622	843,551	875,416	748,065
Property Tax - Supplemental	816,513	775,854	750,000	765,525
Property Tax - Homeowners	148,844	149,872	145,903	149,613
Delinquent Tax - Penalties/Int	45,374	44,080	45,000	15,750
Property Transfer Tax	988,242	727,391	800,000	816,560
Property Tax In-Lieu of VLF	11,109,363	11,951,449	12,471,337	12,931,291
Sales and Use Tax	54,656,183	64,902,009	58,741,249	54,343,382
Sales and Use Tax - Prop 172*	1,065,729	1,126,008	1,113,607	1,035,655
Transient Occupancy Tax	8,819,617	8,595,417	9,619,199	4,772,862
Electric Franchise Fee	1,211,839	1,222,349	1,363,255	1,234,572
Cable TV Franchise Fee	1,045,554	1,030,699	1,000,000	1,020,392
PEG Cable Franchise Fee	309,704	259,732	200,000	233,759
Gas Franchise Fee	194,477	198,422	198,640	200,406
Solid Waste Hauler Franchise Fee	2,203,941	2,331,349	2,404,850	2,494,543
Business License	935,034	941,857	955,000	716,250
Business License Web Fee	(15,584)	(12,506)	-	-
Marijuana Gross Receipts Tax	-	163,803	1,143,000	107,864
<b>Total Taxes</b>	<b>\$ 110,689,473</b>	<b>\$ 123,633,040</b>	<b>\$ 119,985,686</b>	<b>\$ 110,328,616</b>
<b><u>Licenses and Permits</u></b>				
Dog License	\$ 91,080	\$ 85,062	\$ 90,505	\$ 67,879
Fire Permits	172,350	257,277	250,000	255,000
Building Permits	1,330,637	1,877,165	1,989,000	1,491,750
Electrical Permits	185,818	225,900	294,474	206,132
Plumbing/Mechanical Permits	228,317	309,620	343,332	240,332
Street Permits	329,940	376,580	355,491	248,844
Special Business Permits	430	215	430	430
Marijuana Business Permits	468,142	163,720	64,575	45,203
Home Occupation Permits	10,350	12,548	12,000	8,400
Operator's Permits	4,275	5,025	3,000	2,100
Self-Haul Permit	21,400	33,400	31,000	21,700
Other Permits	30,565	37,847	32,913	23,039
<b>Total Licenses and Permits</b>	<b>\$ 2,873,304</b>	<b>\$ 3,384,358</b>	<b>\$ 3,466,720</b>	<b>\$ 2,610,808</b>
<b><u>Fines and Forfeitures</u></b>				
Municipal Code Violations	\$ 141,395	\$ 203,022	\$ 225,000	\$ 157,500
Vehicle Code Violations	291,225	309,312	245,545	184,159
Parking Citations	1,093,837	1,307,466	1,132,699	1,132,699
Red Light Violations	33,558	32,090	20,000	13,000
<b>Total Fines and Forfeitures</b>	<b>\$ 1,560,016</b>	<b>\$ 1,851,890</b>	<b>\$ 1,623,244</b>	<b>\$ 1,487,358</b>
<b><u>Use of Money and Property</u></b>				
Investment Earnings	\$ 402,348	\$ 684,519	\$ 1,000,000	\$ 240,000
GASB 31 Adjustment	(509,809)	840,337	-	-
Other Interest	75,675	58,923	-	-
Rental - Buildings/Grounds	238,452	219,509	260,000	130,000
Rental - Downtown Comm. Center	13,565	14,319	15,000	7,500
Rental - Balearic Center	28,086	36,237	20,000	10,000

# REVENUE & OTHER FINANCING SOURCES

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Fund/Account Description	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>Fund 101 - General Fund (continued)</b>				
<u><b>Use of Money and Property (continued)</b></u>				
Rental - Neighborhood Comm. Ctr.	\$ 7,351	\$ 9,174	\$ 85,000	\$ 42,500
Rental - Senior Center	80,740	97,112	105,000	52,500
Rental - Fields	91,816	85,875	147,000	44,100
Rental - Tennis	49,523	45,795	51,988	46,789
Rental - Golf Course Operations	2,158,401	2,230,891	2,300,000	1,840,000
Rental - 3175 Airway	-	-	200,000	172,272
Rental - Bus Shelter Ads	102,934	108,481	100,000	100,000
<b>Total Use of Money and Property</b>	<b>\$ 2,739,081</b>	<b>\$ 4,431,170</b>	<b>\$ 4,283,988</b>	<b>\$ 2,685,661</b>
<u><b>Other Government Agencies</b></u>				
Other Federal Grants	\$ 533,950	\$ 16,480	\$ -	\$ -
Motor Vehicle In-Lieu Tax	60,031	55,343	60,000	60,000
POST Reimbursements	16,616	4,563	10,000	10,000
Beverage Container Program	28,426	-	-	-
Mattress Recycling Council	9,310	11,070	10,000	10,000
SB 90 - State Mandated Costs	52,318	143,076	50,000	50,000
Other State Grants	34,699	7,500	-	-
Other State Grants - AB 109	-	59,336	71,600	55,023
Other State Grants - Cal OES Reimb.	-	148,757	-	-
Other County Grants	261,380	191,610	172,000	172,000
Other County Grants - Senior Mobility	-	94,437	65,000	65,000
Reimb. - Other Governmental Agencies	-	53,446	-	500,000
<b>Total Other Govt. Agencies</b>	<b>\$ 996,729</b>	<b>\$ 785,617</b>	<b>\$ 438,600</b>	<b>\$ 922,023</b>
<u><b>Fees and Charges</b></u>				
Plan Checking Fee	\$ 496,624	\$ 1,417,075	\$ 651,780	\$ 358,479
Zoning/Variance/CUP Fees	180,563	189,693	796,100	437,855
Measure X MM CUP	467,636	302,588	81,000	55,016
Subdivision Map Fees	14,450	7,225	47,500	23,750
Environmental Impact Fees	2,948	287,869	10,000	5,000
Vacation/Abandonment of ROW	450	450	750	750
Source Reduction/Recycling	7,930	6,710	12,000	12,000
Self Haul Per-Project Fee	42,203	76,220	83,500	83,500
Special Policing Fees	494,243	548,591	654,887	163,722
Marijuana HdL Background	11,700	25,465	11,960	11,960
Vehicle Storage/Impound Fees	285,546	398,240	330,000	247,500
Vehicle Code Violation Fee	1,050	1,010	1,085	1,085
Repo Vehicle Release Fee	3,915	3,930	3,728	3,728
DUI/Emergency Response	467	-	-	-
Jail Booking Fees - City	10,238	316,925	54,745	27,373
Police False Alarms	181,252	160,552	201,767	50,442
Fingerprinting	34,681	13,624	23,175	23,175
Fire Inspections	52,610	127,780	125,000	31,250
Hazmat Disclosure Fee	133,286	143,907	-	-
EMS - First Responder Fee	291,863	130,971	-	-
Ambulance Transportation Program	297,358	3,048,986	3,400,000	3,550,000
Medical Supply Reimbursement	139,065	-	-	-



# REVENUE & OTHER FINANCING SOURCES

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Fund/Account Description	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>Fund 101 - General Fund (continued)</b>				
<b><u>Fees and Charges (continued)</u></b>				
Fire False Alarms	\$ -	\$ 2,835	\$ 1,400	\$ 1,400
Accident Cost Recovery	11,068	8,867	10,000	10,000
Fire Plan Check Fees	-	-	100,000	101,000
Fire Special Event Fees	-	-	32,000	32,000
Park Permits	62,666	59,419	50,000	50,000
Park Improvements	11,052	18,131	7,500	7,500
Recreation - Aquatics	55,269	64,491	70,000	63,000
Recreation - Day Camp	211,293	183,528	189,000	183,330
Recreation - Playgrounds	456,712	446,152	475,000	475,000
Recreation - Special Events	34,225	24,876	37,800	37,800
Recreation - Early Childhood	120,517	130,652	131,328	131,328
Recreation - Instructional Classes	466,868	367,536	475,000	332,500
Recreation - Basketball	18,951	19,411	17,500	15,750
Recreation - Adult Open Gym	7,523	7,015	7,500	6,750
Recreation - Softball	23,328	58,320	40,000	36,000
Recreation - Adult Sports Futsal	781	1,888	1,650	1,650
Recreation - Teen Camp	37,698	35,813	34,000	34,000
Senior Center Charges	(284)	150	10,635	10,635
Community Event Charges	-	20,440	-	-
Photocopies	3,424	3,178	3,300	3,300
Document Retention Fees	-	38,009	50,000	50,000
Police Reports	28,058	27,618	29,246	29,246
Police Clearance Letters	3,600	3,900	3,958	3,958
Sale - Maps & Publications	148	309	200	200
Sale - Miscellaneous Supplies	840	475	700	700
Internal Service Charges - Central Svcs.	102,184	93,162	303,771	303,771
Business License Processing Fee	-	-	257,736	257,736
Charges for Other Services	29,080	52,750	3,400	3,400
Special Assessments	(5)	-	1,000	1,000
<b>Total Fees and Charges</b>	<b>\$ 4,835,074</b>	<b>\$ 8,876,734</b>	<b>\$ 8,832,601</b>	<b>\$ 7,269,538</b>
<b><u>Other Revenues</u></b>				
Contributions	\$ -	\$ 66,000	\$ -	\$ -
Sponsorship Naming Rights	-	-	30,000	-
Donations	154,221	161,568	125,000	50,000
Non-Government Grants	25,000	-	-	-
Reimb. - Const. Permit Insp. Fees	32,231	83,042	50,000	50,000
Damage to City Property	1,304	7,148	25,000	25,000
Civil Subpoena Costs	16,234	13,367	14,247	14,247
Bus Shelter Maintenance Reimbursement	35,000	35,000	35,000	35,000
Public Notices	-	27,358	24,000	24,000
Other Reimbursements	332,750	502,102	405,000	150,000
Nonoperating Income - Other	556,850	962,362	1,060,817	556,850
Sale - Other Equipment	-	-	1,000	1,000
Other	613,308	107,907	150,000	150,000
<b>Total Other Revenues</b>	<b>\$ 1,766,898</b>	<b>\$ 1,965,854</b>	<b>\$ 1,920,064</b>	<b>\$ 1,056,097</b>
<b>Total Revenues</b>	<b>\$ 125,460,576</b>	<b>\$ 144,928,663</b>	<b>\$ 140,550,903</b>	<b>\$ 126,360,101</b>

## REVENUE & OTHER FINANCING SOURCES

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Fund/Account Description	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>Fund 101 - General Fund (continued)</b>				
<b>Other Financing Sources</b>				
Operating Transfers In	\$ 923	\$ 41,287	\$ 1,150,000	\$ -
<b>Total Other Financing Sources</b>	<b>\$ 923</b>	<b>\$ 41,287</b>	<b>\$ 1,150,000</b>	<b>\$ -</b>
<b>Total Fund 101</b>	<b>\$ 125,461,500</b>	<b>\$ 144,969,950</b>	<b>\$ 141,700,903</b>	<b>\$ 126,360,101</b>
<b>SPECIAL REVENUE FUNDS</b>				
<b>Fund 201 - Gas Tax</b>				
Investment Earnings	\$ 109,286	\$ 138,971	\$ 100,000	\$ 40,000
GASB 31 Market Value Adjustment	(85,902)	132,063	-	-
Gas Tax - 2103	444,115	385,174	983,326	978,674
Gas Tax - 2105	618,879	632,586	641,417	613,965
Gas Tax - 2106	411,095	418,770	421,545	398,957
Gas Tax - 2107.1	805,433	795,546	842,273	738,605
Gas Tax - 2107.5	10,000	10,000	10,000	10,000
<b>Total Fund 201</b>	<b>\$ 2,312,906</b>	<b>\$ 2,513,110</b>	<b>\$ 2,998,561</b>	<b>\$ 2,780,201</b>
<b>Fund 203 - Air Quality</b>				
Investment Earnings	\$ 4,082	\$ 6,295	\$ 2,000	\$ 3,547
GASB 31 Market Value Adjustment	(3,855)	7,119	-	-
AB 2766 - Air Quality Improvement Fees	146,530	149,546	146,983	126,809
<b>Total Fund 203</b>	<b>\$ 146,757</b>	<b>\$ 162,960</b>	<b>\$ 148,983</b>	<b>\$ 130,356</b>
<b>Fund 205 - HOME Investment Partnerships Program (HOME)</b>				
Lien/Loan Repayment	\$ 290,228	\$ 1,454,658	\$ 100,000	\$ 70,000
Investment Earnings	2,866	31,758	-	10,000
GASB 31 Market Value Adjustment	(2,850)	32,873	-	-
HOME Invest. Partnership Grant	116,116	69,058	499,710	505,820
<b>Total Fund 205</b>	<b>\$ 406,360</b>	<b>\$ 1,588,347</b>	<b>\$ 599,710</b>	<b>\$ 585,820</b>
<b>Fund 207 - Community Development Block Grant (CDBG)</b>				
Lien/Loan Repayment	\$ 30,000	\$ 75,316	\$ 30,000	\$ 30,000
Investment Earnings	(5)	124	-	-
Community Dev. Block Grant	1,278,624	1,086,273	1,869,451	1,136,657
<b>Total Fund 207</b>	<b>\$ 1,308,619</b>	<b>\$ 1,161,713</b>	<b>\$ 1,899,451</b>	<b>\$ 1,166,657</b>
<b>Fund 213 - Supplemental Law Enforcement Services (SLESF)</b>				
Investment Earnings	\$ -	\$ 80	\$ -	\$ -
GASB 31 Market Value Adjustment	-	66	-	-
Safety (COPS)	244,056	263,294	237,775	258,111
<b>Total Revenues</b>	<b>\$ 244,056</b>	<b>\$ 263,440</b>	<b>\$ 237,775</b>	<b>\$ 258,111</b>
Operating Transfers In	\$ 48,591	\$ 44,544	\$ -	\$ -
<b>Total Other Financing Sources</b>	<b>\$ 48,591</b>	<b>\$ 44,544</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Fund 213</b>	<b>\$ 292,647</b>	<b>\$ 307,984</b>	<b>\$ 237,775</b>	<b>\$ 258,111</b>
<b>Fund 216 - Rental Rehabilitation Program</b>				
Investment Earnings	\$ 1,447	\$ 4,358	\$ 500	\$ 1,000
GASB 31 Market Value Adjustment	(1,509)	4,574	-	-
Lien/Loan Repayment	32,000	171,749	-	-
<b>Total Fund 216</b>	<b>\$ 31,938</b>	<b>\$ 180,681</b>	<b>\$ 500</b>	<b>\$ 1,000</b>

## REVENUE & OTHER FINANCING SOURCES

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Fund/Account Description	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>Fund 217 - Narcotics Forfeiture</b>				
Asset Forfeiture - DOJ	\$ 3,603	\$ 571,025	\$ -	\$ -
Asset Forfeiture - County/Other	25,066	38,915	-	-
Asset Forf Drug/Gang Activity	23,546	7,163	-	-
Investment Earnings	5,962	20,261	6,000	1,000
GASB 31 Market Value Adjustment	(5,759)	21,810	-	-
<b>Total Fund 217</b>	<b>\$ 52,418</b>	<b>\$ 659,174</b>	<b>\$ 6,000</b>	<b>\$ 1,000</b>
<b>Fund 219 - LLEBG</b>				
Investment Earnings	\$ 461	\$ 584	\$ -	\$ -
GASB 31 Market Value Adjustment	(369)	655	-	-
<b>Total Fund 219</b>	<b>\$ 92</b>	<b>\$ 1,239</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund 220 - Office of Traffic Safety</b>				
Other Federal Grants	\$ 186,498	\$ 162,919	\$ 225,000	\$ -
<b>Total Fund 220</b>	<b>\$ 186,498</b>	<b>\$ 162,919</b>	<b>\$ 225,000</b>	<b>\$ -</b>
<b>Fund 231 - State Grants</b>				
Other State Grants	\$ -	\$ -	\$ -	\$ 262,722
<b>Total Fund 231</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 262,722</b>
<b>Fund 251 - Road Maintenance and Rehabilitation Account (RMRA) Gas Tax</b>				
Investment Earnings	\$ -	\$ 21,872	\$ -	\$ 5,000
GASB 31 Market Value Adjustment	-	48,499	-	-
Gasoline Tax - RMRA	668,247	2,114,320	1,908,337	2,133,947
Gas Tax Loan Repayment	129,648	130,020	130,020	-
<b>Total Fund 251</b>	<b>\$ 797,895</b>	<b>\$ 2,314,711</b>	<b>\$ 2,038,357</b>	<b>\$ 2,138,947</b>
<b>CAPITAL PROJECTS FUNDS</b>				
<b>Fund 208 - Park Development Fees</b>				
Investment Earnings	\$ 75,810	\$ 133,708	\$ 25,000	\$ 25,000
GASB 31 Market Value Adjustment	(84,120)	120,639	-	-
Park Development Fees	4,657,896	2,299,373	2,159,027	672,869
<b>Total Fund 208</b>	<b>\$ 4,649,586</b>	<b>\$ 2,553,720</b>	<b>\$ 2,184,027</b>	<b>\$ 697,869</b>
<b>Fund 209 - Drainage Fees</b>				
Investment Earnings	\$ 28,547	\$ 27,785	\$ 10,000	\$ 10,000
GASB 31 Market Value Adjustment	(19,028)	29,417	-	-
Drainage Assessment Fees	113,610	268,800	277,200	613,730
<b>Total Fund 209</b>	<b>\$ 123,129</b>	<b>\$ 326,002</b>	<b>\$ 287,200</b>	<b>\$ 623,730</b>
<b>Fund 214 - Traffic Impact Fees</b>				
Investment Earnings	\$ 53,323	\$ 86,181	\$ 20,000	\$ 15,000
GASB 31 Market Value Adjustment	(49,120)	90,992	-	-
Traffic Impact Fees	878,865	182,166	200,000	50,000
<b>Total Fund 214</b>	<b>\$ 883,068</b>	<b>\$ 359,339</b>	<b>\$ 220,000</b>	<b>\$ 65,000</b>
<b>Fund 218 - Fire System Development</b>				
Investment Earnings	\$ 2,805	\$ 2,764	\$ 2,700	\$ 700
GASB 31 Market Value Adjustment	(1,744)	3,101	-	-
<b>Total Fund 218</b>	<b>\$ 1,061</b>	<b>\$ 5,865</b>	<b>\$ 2,700</b>	<b>\$ 700</b>

# REVENUE & OTHER FINANCING SOURCES

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Fund/Account Description	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>Fund 401 - Capital Outlay</b>				
Investment Earnings	\$ 281,281	\$ 239,676	\$ 200,000	\$ 50,000
GASB 31 Market Value Adjustment	(185,476)	242,587	-	-
Other Federal Grants	1,109,136	2,027,482	-	-
Other State Grants	5,030	-	3,105,000	3,312,336
Other County Grants/Programs	-	51,371	-	-
Other Governmental Agencies	-	197,893	-	-
Contributions	259,312	242,000	-	-
Donations	-	254,925	-	-
Other Reimbursements	18,750	74,767	-	-
Loan Proceeds	-	153,914	-	-
<b>Total Revenues</b>	<b>\$ 1,488,033</b>	<b>\$ 3,484,615</b>	<b>\$ 3,305,000</b>	<b>\$ 3,362,336</b>
Operating Transfers In	\$ 8,283,644	\$ 12,005,734	\$ 4,280,141	\$ 2,238,000
<b>Total Other Financing Sources</b>	<b>\$ 8,283,644</b>	<b>\$ 12,005,734</b>	<b>\$ 4,280,141</b>	<b>\$ 2,238,000</b>
<b>Total Fund 401</b>	<b>\$ 9,771,677</b>	<b>\$ 15,490,349</b>	<b>\$ 7,585,141</b>	<b>\$ 5,600,336</b>
<b>Fund 403 - Measure M Regional</b>				
Other Reimbursements	\$ -	\$ (9,097)	\$ -	\$ -
<b>Total Fund 403</b>	<b>\$ -</b>	<b>\$ (9,097)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund 409 - Vehicle Parking District 1</b>				
Property Tax - Secured	\$ 3,530	\$ 3,771	\$ 3,500	\$ 3,922
Property Tax - Unsecured	13	12	13	12
Property Tax - Supplemental	13	11	13	11
Property Tax - Homeowners	2	2	2	2
Delinquent Tax - Penalties/Int	1	1	1	1
Investment Earnings	318	481	200	100
GASB 31 Market Value Adjustment	(286)	577	-	-
<b>Total Fund 409</b>	<b>\$ 3,591</b>	<b>\$ 4,855</b>	<b>\$ 3,729</b>	<b>\$ 4,049</b>
<b>Fund 410 - Vehicle Parking District 2</b>				
Property Tax - Secured	\$ 6,821	\$ 11,788	\$ 6,500	\$ 12,260
Property Tax - Unsecured	11	10	11	11
Property Tax - Supplemental	11	10	11	11
Property Tax - Homeowners	2	2	2	2
Delinquent Tax - Penalties/Int	1	1	1	1
Investment Earnings	604	954	400	100
GASB 31 Market Value Adjustment	(543)	1,189	-	-
<b>Total Fund 410</b>	<b>\$ 6,907</b>	<b>\$ 13,954</b>	<b>\$ 6,925</b>	<b>\$ 12,385</b>
<b>Fund 413 - Golf Course Improvement</b>				
Investment Earnings	\$ -	\$ -	\$ 1,500	\$ 1,500
GASB 31 Market Value Adjustment	-	3,759	-	-
Golf Course Operations	-	102,916	100,000	100,000
<b>Total Fund 413</b>	<b>\$ -</b>	<b>\$ 106,675</b>	<b>\$ 101,500</b>	<b>\$ 101,500</b>
<b>Fund 415 - Measure M2 Competitive</b>				
Measure "M2" Regional Grant	\$ 886,083	\$ 3,757,881	\$ 264,320	\$ 74,500
<b>Total Fund 415</b>	<b>\$ 886,083</b>	<b>\$ 3,757,881</b>	<b>\$ 264,320</b>	<b>\$ 74,500</b>

## REVENUE & OTHER FINANCING SOURCES

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Fund/Account Description	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>Fund 416 - Measure M2 Fairshare</b>				
Investment Earnings	\$ 89,531	\$ 130,750	\$ 30,000	\$ 25,000
GASB 31 Market Value Adjustment	(77,330)	125,849	-	-
Measure "M2" Fairshare	2,477,262	2,646,626	2,659,109	2,277,652
<b>Total Fund 416</b>	<b>\$ 2,489,463</b>	<b>\$ 2,903,225</b>	<b>\$ 2,689,109</b>	<b>\$ 2,302,652</b>

<b>Fund 417 - Jack Hammett Sports Complex Capital Improvement</b>				
Investment Earnings	\$ 2,231	\$ 5,901	\$ 2,500	\$ 3,000
GASB 31 Market Value Adjustment	(1,738)	6,496	-	-
Jack Hammett Field Rental	150,750	150,750	150,000	150,750
<b>Total Fund 417</b>	<b>\$ 151,243</b>	<b>\$ 163,147</b>	<b>\$ 152,500</b>	<b>\$ 153,750</b>

<b>Fund 418 - Lions Park Project 2017 Bond Fund</b>				
Investment Earnings	\$ 109,958	\$ 182,191	\$ -	\$ -
GASB 31 Market Value Adjustment	-	3,390	-	-
Proceeds Fr. Issuance of Bonds	18,506,603	-	-	-
<b>Total Fund 418</b>	<b>\$ 18,616,561</b>	<b>\$ 185,581</b>	<b>\$ -</b>	<b>\$ -</b>

### INTERNAL SERVICE FUNDS

<b>Fund 601 - Equipment Replacement</b>				
Investment Earnings	\$ 22,074	\$ 7,217	\$ 11,293	\$ -
GASB 31 Market Value Adjustment	(13,879)	-	-	-
Other Charges for Services	1,960	-	-	-
Internal Service Charges - Automotive Equi	1,579,285	2,178,121	2,529,014	2,604,000
Contributions	-	-	-	-
Damage to City Property	10,073	54,008	-	-
Sale of Automotive Equipment	-	41,925	10,000	-
Sale of Office Furniture	-	11	-	-
Sale of Office Equipment	-	10,626	-	-
Sale of Other Equipment	37,545	-	-	-
<b>Total Revenues</b>	<b>\$ 1,637,058</b>	<b>\$ 2,291,908</b>	<b>\$ 2,550,307</b>	<b>\$ 2,604,000</b>
Operating Transfers In	\$ 950,200	\$ 28,284	\$ -	\$ -
<b>Total Other Financing Sources</b>	<b>\$ 950,200</b>	<b>\$ 28,284</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Fund 601</b>	<b>\$ 2,587,258</b>	<b>\$ 2,320,192</b>	<b>\$ 2,550,307</b>	<b>\$ 2,604,000</b>

<b>Fund 602 - Self Insurance</b>				
Investment Earnings	\$ 122,631	\$ 217,063	\$ 40,682	\$ 50,000
GASB 31 Market Value Adjustment	(125,097)	243,992	-	-
Internal Service Charges - General Liability	2,303,196	2,544,919	2,246,078	2,051,459
Internal Service Charges - Workers' Comp.	3,244,199	3,313,009	2,977,926	2,690,018
Internal Service Charges - Unemployment	85,572	85,572	80,421	80,212
Settlements	35,000	13,220	-	-
<b>Total Revenues</b>	<b>\$ 5,665,501</b>	<b>\$ 6,417,775</b>	<b>\$ 5,345,107</b>	<b>\$ 4,871,689</b>
Operating Transfers In	\$ 4,741,990	\$ 3,290,813	\$ -	\$ -
<b>Total Other Financing Sources</b>	<b>\$ 4,741,990</b>	<b>\$ 3,290,813</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Fund 602</b>	<b>\$ 10,407,491</b>	<b>\$ 9,708,588</b>	<b>\$ 5,345,107</b>	<b>\$ 4,871,689</b>



## REVENUE & OTHER FINANCING SOURCES

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Fund/Account Description	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>Fund 603 - IT Replacement Fund</b>				
Investment Earnings	\$ 43,678	\$ 80,649	\$ 30,000	\$ 10,000
GASB 31 Market Value Adjustment	(37,580)	99,462	-	-
Rental of IT Equipment	250,002	250,000	-	-
<b>Total Revenues</b>	<b>\$ 256,100</b>	<b>\$ 430,111</b>	<b>\$ 30,000</b>	<b>\$ 10,000</b>
Operating Transfers In	\$ -	\$ 1,930,183	\$ -	\$ 1,861,924
<b>Total Other Financing Sources</b>	<b>\$ -</b>	<b>\$ 1,930,183</b>	<b>\$ -</b>	<b>\$ 1,861,924</b>
<b>Total Fund 603</b>	<b>\$ 256,100</b>	<b>\$ 2,360,294</b>	<b>\$ 30,000</b>	<b>\$ 1,871,924</b>
<b>TOTAL REVENUES</b>	<b>\$ 167,805,500</b>	<b>\$ 176,932,514</b>	<b>\$ 165,847,664</b>	<b>\$ 148,569,074</b>
<b>TOTAL OTHER SOURCES</b>	<b>\$ 14,025,348</b>	<b>\$ 17,340,845</b>	<b>\$ 5,430,141</b>	<b>\$ 4,099,924</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 181,830,848</b>	<b>\$ 194,273,359</b>	<b>\$ 171,277,805</b>	<b>\$ 152,668,998</b>

\* In previous years, the Sales and Use Tax - Prop 172 was included in a separate fund.  
Effective July 1, 2019 this revenue is recorded in the General Fund.

## DESCRIPTION

Sales tax applies to all retail sales of goods and merchandise except those specifically exempt by law. Use tax generally applies to the storage, use, or other consumption in California of goods purchased from retailers in transactions where sales tax is not collected. A portion of the sales and use tax is a state tax and a portion is locally imposed tax. The current sales and use tax rate in Orange County is 7.75 percent on all taxable sales, of which Costa Mesa receives an “effective” rate of 1 percent. Also included is the Proposition 172 half-cent sales and use tax approved by voters in 1993 to cushion the impact of the “educational revenue augmentation fund” (ERAF) property tax shifts. The State collects the Proposition 172 tax and apportions it to each county based on their proportionate share of statewide taxable sales. Each county is then required to allocate this revenue to the cities for public safety services only. The sales and use tax rate at the City is broken down as follows:

State General Fund	5.00%
City of Costa Mesa General Fund	1.00%
Countywide Transportation Tax	0.25%
County Mental Health	0.50%
Public Safety Augmentation Fund (Prop 172)	0.50%
County Transactions Tax (Measure M)	0.50%
<b>Total Rate</b>	<b><u>7.75%</u></b>

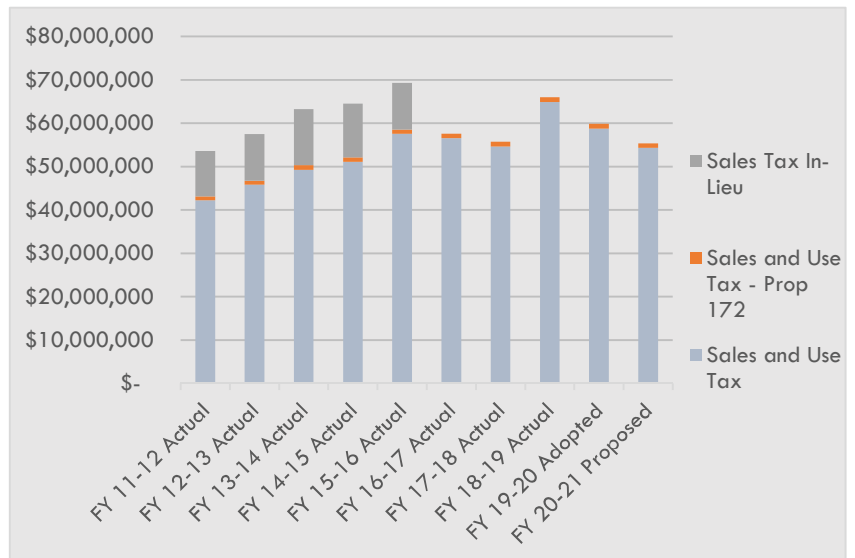
Sales and use tax represents Costa Mesa's single largest revenue source at 43.8 percent of the total General Fund revenues projected for Fiscal Year 2020-21.

## TREND

The City's sales and use tax revenue has grown since the recession lows in Fiscal Year 2009-10. For the first two quarters of FY 2019/20, Sales Tax was showing a growth of 7.03% from the prior first two quarters of FY 2018/2019, not including one-time sales tax receipts. Gains in sales tax are also attributed to the first full quarter of California's implementation of the Wayfair versus South Dakota ruling that requires out-of-state retailers to collect and remit sales tax on merchandise sold to California customers.

## OUTLOOK

The City's sales and use tax revenue is projected at \$55.4 million in Fiscal Year 2020-21, or a decrease of 7.5 percent for recurring sales tax receipts. This is primarily due to the global economic impact of COVID-19. The fiscal impacts of sales tax revenues assume a slow recovery from social distancing and home confinements, with the deepest tax declines expected in the restaurant/hospitality, tax/transportation and brick-and-mortar retail segments. Layoffs and furloughs, at historic high levels, are also expected to reduce purchases of new cars and other high cost durable goods. Data from previous downturns suggests that the return to previous spending is not immediate and often evolves. Consumers take time to fully get back to previous levels of leisure travel, dining and spending and may permanently transfer to newly discovered services, activities and/or online retail options.



## DESCRIPTION

Property tax is imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property) located within Costa Mesa, based on the property value. Properties are distinguished as secured and unsecured (property for which the value of the lien is not sufficient to assure payment of the tax). With the passage of Proposition 13 in 1978, property taxes may not exceed 1 percent of the assessed value. The City's share of the 1 percent is equivalent to 15 cents on every dollar collected by the County for property taxes. Assessment increases to reflect current market values are allowed when property ownership changes or when improvements are made; otherwise, increases in assessed value are based on the Consumer Price Index (CPI), capped at 2 percent per year. The CPI for Fiscal Year 2020-21 is 2 percent. The City's top property taxpayers include Automobile Club of Southern California, PR II MCC South Coast Property Owners LLC, South Coast Plaza, The Irvine Company, and United Dominion Realty LP.

This category also includes property tax in lieu of vehicle license fee (VLF). Prior to the 2004 State Budget Act, the VLF tax rate was 2 percent of the motor vehicle value. The State General Fund "offset" 67.5 percent of this tax resulting in an effective VLF tax rate of 0.65 percent. A backfill from the State's General Fund brought the cities and counties' revenue share equivalent to a full 2 percent VLF tax rate. The 2004 budget included a permanent reduction of the VLF rate to 0.65 percent, eliminated the VLF backfill and replaced it with a like amount of property taxes. After FY 2004-05, each city's property tax in Lieu of VLF increases (or decreases) annually in proportion to the change in the jurisdiction's assessed valuation.

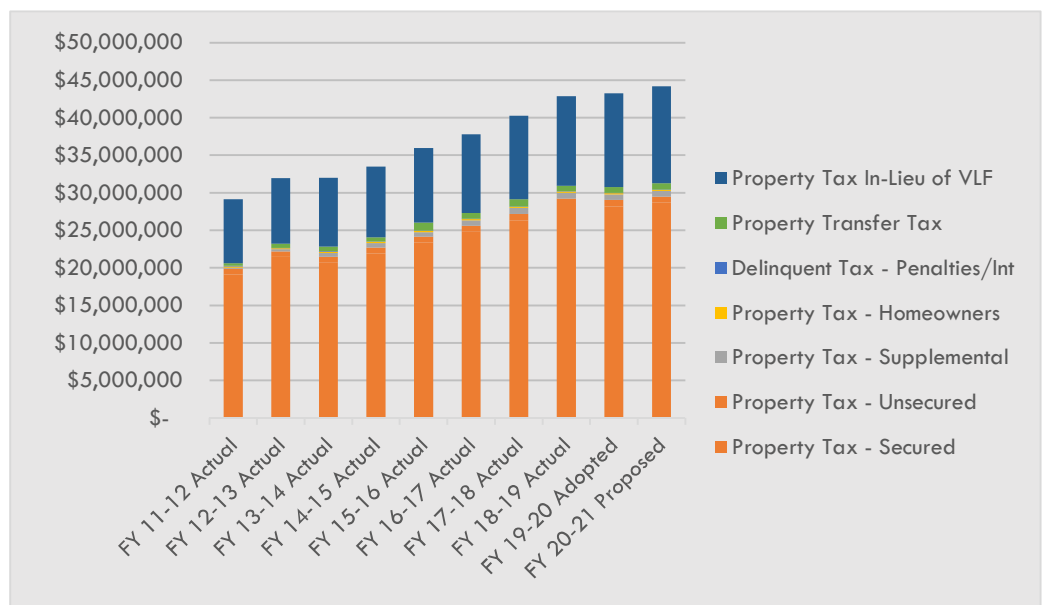
Property tax represents Costa Mesa's second largest revenue source at 35 percent of the total General Fund revenues projected for Fiscal Year 2020-21.

## TREND

On March 12, 2020, the City of Costa Mesa issued an Emergency Declaration due to the unanticipated and deadly COVID-19 worldwide outbreak. Fiscal Year 2020-21 property values were set prior to COVID arrival in the United States, as of January 1, 2020. As a result, property tax values for FY 2021/22 may be impacted by sales and new construction during 2020. As sales data is received through the year end, the potential impacts on sales and new construction growth will be more evident.

## OUTLOOK

For Fiscal Year 2020-21, estimated revenue from property tax is \$44.2 million. This estimate is an increase of \$922 thousand, or 2.13 percent over the Fiscal Year 2019-20 adopted budget. The increase is primarily due to CPI adjustment for the year. In Fiscal Year 2019-20 the City retained HdL Coren & Cone, an expert in the municipal finance, to assist with forecasting, trend analysis and other property tax services.



## DESCRIPTION

Transient occupancy tax (TOT) is imposed on persons staying 30 days or less in a hotel, inn, motel, tourist home or other lodging facilities. There are 29 hotels and lodging facilities located within Costa Mesa and the current TOT rate is 8 percent. Additionally, the City Council adopted a business improvement area (BIA), which includes memberships from 11 Costa Mesa hotels. BIA imposes an additional 3 percent levy on stays at member hotels and the collection is remitted to Travel Costa Mesa, a nonprofit organization, to promote travel and tourism throughout the City.

Factors influencing TOT revenue include business and leisure travel, new hotels, hotel expansion, and room rate increases. With close proximity to the John Wayne Airport, Costa Mesa hotel market benefits from business and leisure spending of both domestic and international travelers.

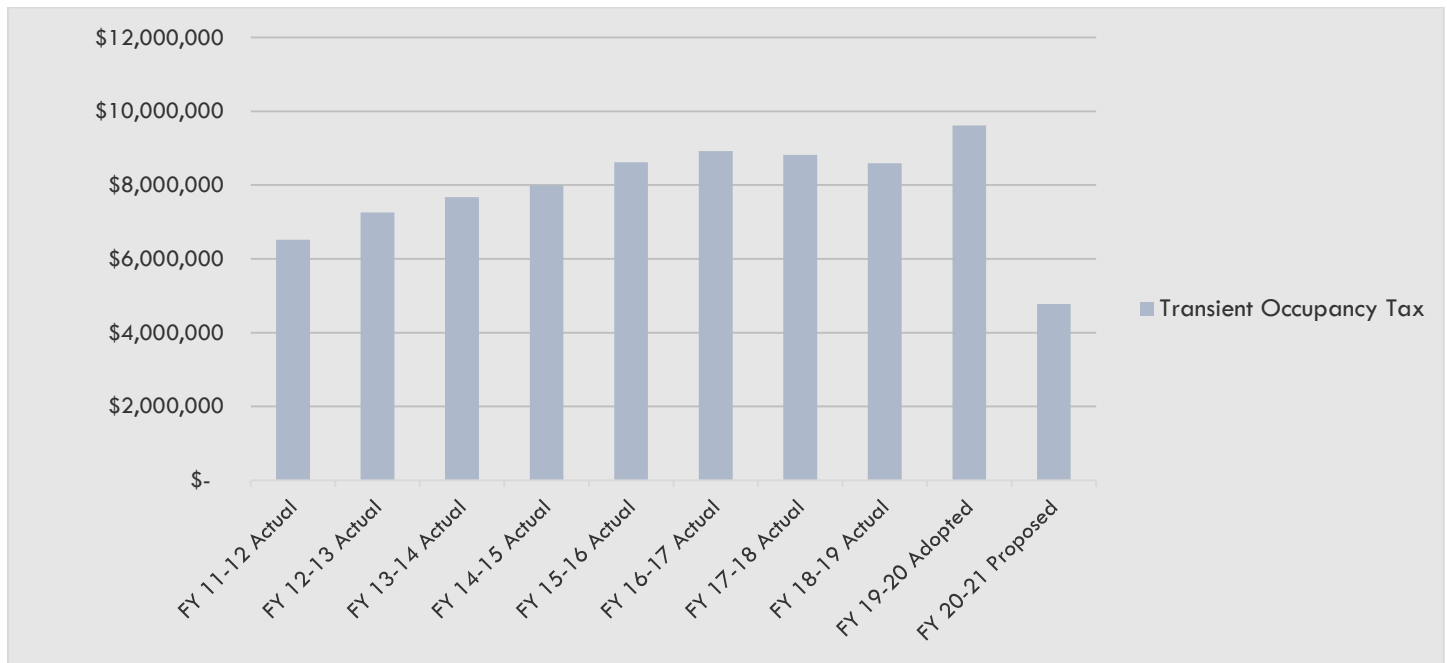
TOT is the General Fund's fourth largest revenue source at 3.8 percent of the total General Fund revenues.

## TREND

Prior to the economic impacts of COVID-19, Costa Mesa TOT revenue was showing signs of a slight slowdown than prior fiscal years. In March 2020, the pandemic has spread globally, impacting local, regional, and global economies. Costa Mesa hotels experienced a significant reduction of visitors. From March to June, the City's hotel occupancy rates hover around 80% to 90%. From March to date, the estimated occupancy rates are estimated around 9% to 11%.

## OUTLOOK

In Fiscal Year 2020-21, hotel tax is projected at \$4.8 million, with a significant decrease of \$4.8 million, or 50.4 percent below prior year. Although Orange County is a highly desirable destination to travelers in the United States as well as internationally, the COVID-19 pandemic has prevented travel, thus drastically impacting the hotel tax.



## DESCRIPTION

Solid waste hauler franchise fee is the City's largest franchise fee, estimated at approximately \$2.4 million annually. The City Council adopted the Solid Waste Hauler Franchise Ordinance and corresponding franchise fees, effective February 1, 2005. Over the years, the City Council revised the ordinance to define hauler classes and adopted new fees. The City's current solid waste hauler franchise fee is 16 percent of gross receipts on business conducted within Costa Mesa. The City also allows contractors to obtain a Self-Haul Permit and corresponding Per-Project Permit. These permit fees are categorized under the licenses and permits and charges for services revenue accounts, respectively.

The City grants franchise rights to three other businesses that use City streets and rights-of-way: electric, gas and cable television. Currently, the City collects electric and gas franchise fees equal to 2 percent of gross receipts, and cable franchise fees equal to 5 percent of gross receipts. The electric and gas franchise fees are paid annually while the cable franchise fees are paid on a quarterly basis. The California Public Utility Commission limits electric and gas franchise fees to 2 percent and cable franchise fees to 5 percent of gross receipts. Any growth in utility franchise revenues would be as a result of utility rate increases imposed by the electric, gas, and cable companies.

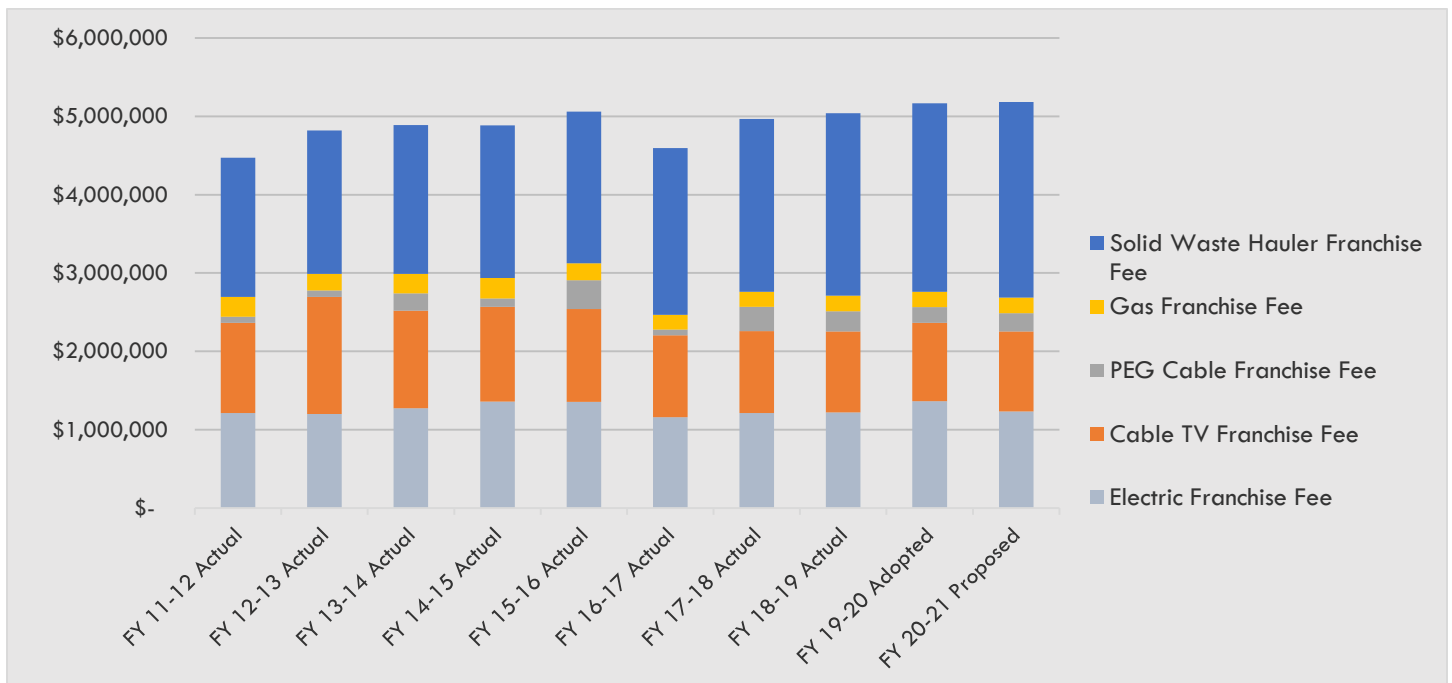
The cable franchise also pays a PEG (Public, Education and Government) fee, estimated at \$234 thousand for next year. The General Fund uses this amount to support the operating costs of public access cable television services provided by the City.

## TREND

Solid waste hauling activities from commercial and residential projects have increased steadily over the past several years, fueled by a healthy economy. This pattern is expected to continue since the City is built out and property owners often opt to renovate or rebuild their property. Any growth in electric and gas franchise fees is limited to rate increase and additional new development, both of which are not expected to be significant.

## OUTLOOK

For Fiscal Year 2020-21, franchise tax revenue is estimated at \$5.18 million, representing an increase of \$17 thousand or 0.33 percent over last year. This number is comprised of a \$89 thousand growth in solid waste hauler fee and other small increases in utility fees, offset by a \$128 thousand decrease in cable fees. Franchise fees revenue makes up 4.1 percent of total General Fund revenues.



## DESCRIPTION

Licenses or permits are issued for either regulatory or cost recovery purposes, to applicants who conduct business activities within the City. The regulatory authority provides cities the means to protect the overall community interests. An example of licenses issued is animal licenses. Major categories of permits are street permits, building permits, electrical permits, plumbing permits, and mechanical permits. Also included in the permit revenue is marijuana business permits.

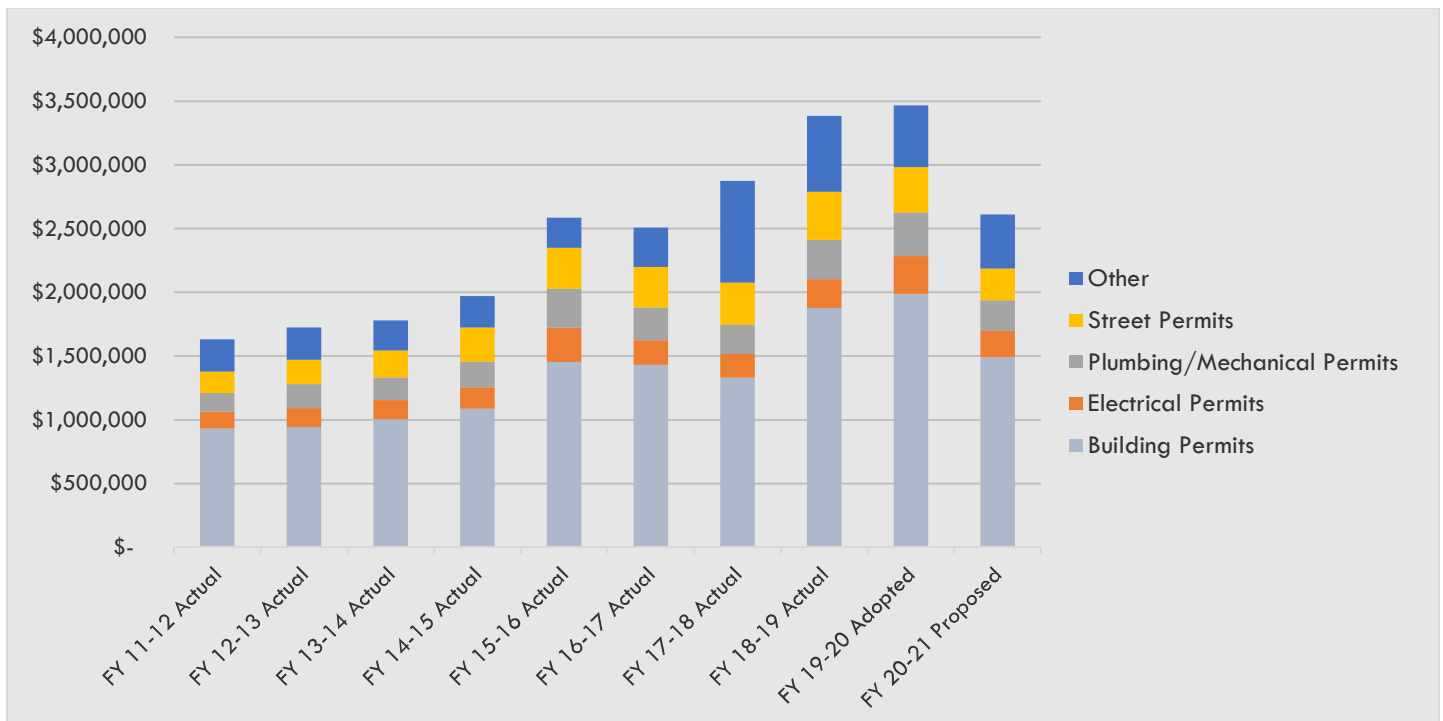
Building permits is the largest category of license and permits revenue at nearly \$1.5 million, followed by street permits, and plumbing and mechanical permits. Building permits are required for most structure modifications and its volume is a reflection of the local building activities.

## TREND

The total license and permit fees more than doubled from the recession lows in Fiscal Year 2009-10 to Fiscal Year 2018-19, especially in the building permits category. The robust local economy and increasing home prices in the last few years incentivized property owners to rebuild and remodel their property, culminating in a record year activities for Fiscal Year 2018-19. Given the projected slowing in national and state economy, the City forecasts a twenty-five percent decrease in overall license and permits fees.

## OUTLOOK

For Fiscal Year 2020-21, estimated revenue from licenses and permits is \$2.6 million, which represents 2.1 percent of total General Fund revenues. This estimate reflects a decrease of \$856 thousand, or 24.7 percent under last year's projected revenues.





## DESCRIPTION

Fines and forfeitures primarily come from municipal code violations, motor vehicle code violations, and parking fines. Amounts paid by a defendant include fines and various penalties, assessments, and restitution. Cities share the revenue from fines and forfeitures with the State and the County.

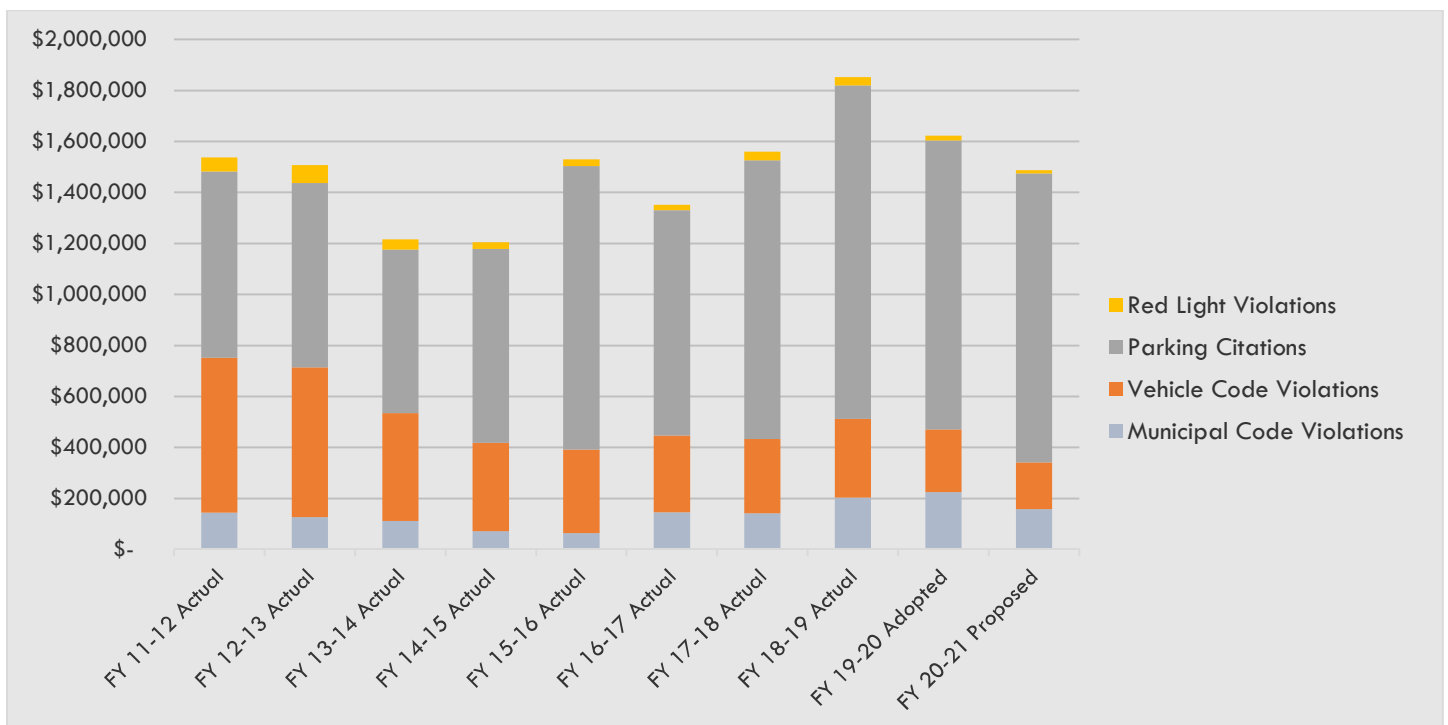
Parking citation is the largest line item in fines and forfeitures at \$1.13 million. The citations are generally for violations of “no parking” ordinances. Fines vary depending on the type of violation.

## TREND

After reaching a high of nearly \$3 million in recession year Fiscal Year 2008-09, fines and forfeitures have declined and fluctuated between \$1.2 million to \$1.9 million ever since. For the upcoming Fiscal Year, the City anticipates a decline in violations due to current economic decline.

## OUTLOOK

For Fiscal Year 2020-21, estimated revenue from fines and forfeitures is \$1.5 million, which represents 1.2 percent of the total General Fund revenues. The estimated amount reflects a decrease of \$136 thousand, or 8.4 percent from last year's projected revenues.



## DESCRIPTION

Use of money and property is comprised of interest earned from investing the City's idle cash; interest on the City's loans to the former Costa Mesa Redevelopment Agency; rental of various City facilities such as the golf course, parks, athletic fields, community centers, tennis center; and lease from the bus shelter space for advertising.

The largest income item in this category is from the golf course operations, which generates over \$2 million in revenue annually. A private company manages the golf course operations on behalf of the City under an agreement through August 31, 2029. In return, the City receives between 6 percent and 35 percent of gross receipts on green fees, food and beverages, banquet facilities and the pro shop.

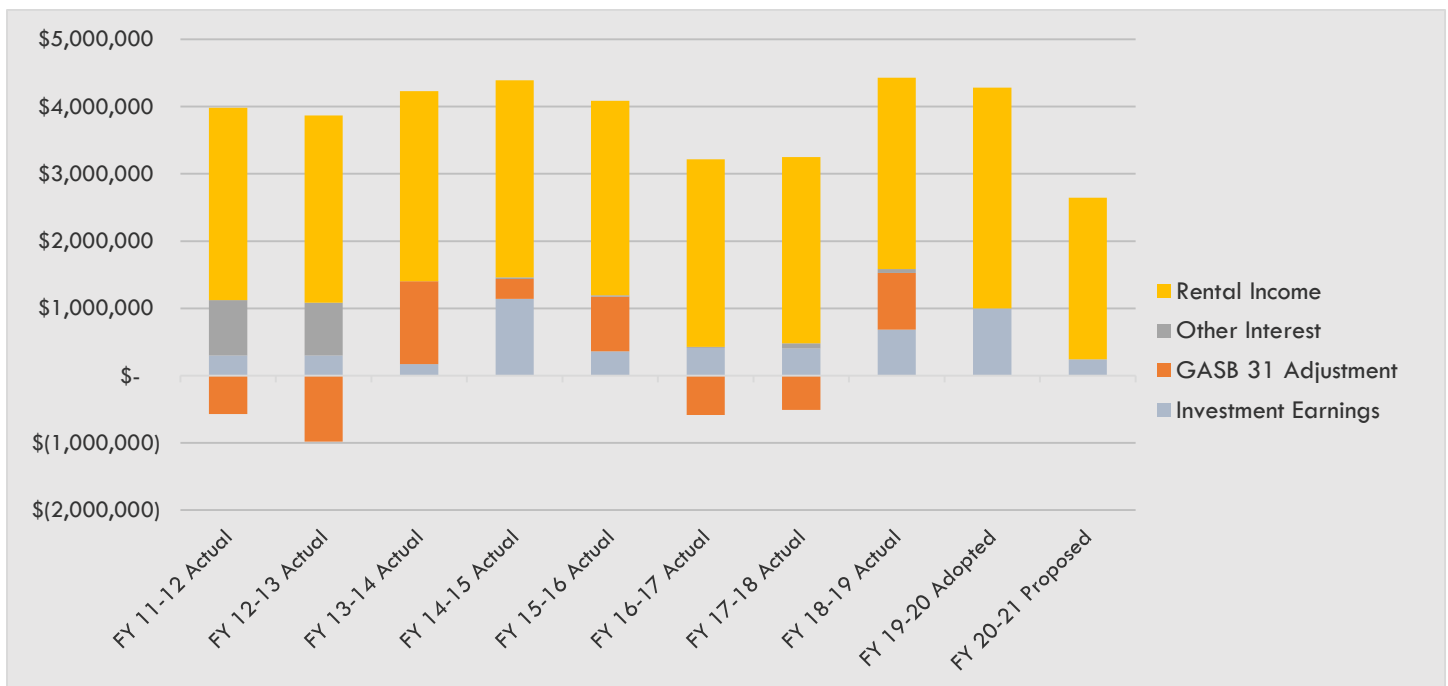
The other significant revenue under normal economic circumstances is the City's investment portfolio earnings. The City's investment portfolio, valued at just over \$100 million, generates a steady income stream from interest and dividends. However, the mark-to-market adjustment, which is required under Government Accounting Standards Board (GASB), is not budgeted due to its unpredictability.

## TREND

The golf course operation generates approximately 70 percent of the City's rental income and has remained a stable revenue source over the past ten years. This trend is expected to continue. Investment earnings often have greater fluctuations from year to year depending on market conditions.

## OUTLOOK

For Fiscal Year 2020-21, estimated revenue from use of money and property total \$2.69 million, or 2.1 percent of the total General Fund revenues. The estimated revenue reflects a decrease of approximately \$1.6 million, or 37.3 percent from current year estimate. Rental revenue from existing facilities represents a 51 percent decrease current year estimates, a direct fiscal impact of the State's stay at home orders due to the COVID global pandemic. Investment earnings is projected at \$240 thousand, a decrease of \$760 thousand which represents a change in accounting for the interest earned from the prepayment of pensions to CalPERS. The cost savings of pre-paying pensions is now factored into the retirement expenditure category.



## DESCRIPTION

Cities have the general authority to impose fees or charges for services. Fees and charges are distinguished from taxes in two principal ways: 1) that the amount of the fee may not exceed the estimated reasonable cost of providing the particular service or facility for which the fee is charged; and 2) that the service or facility for which the fee is charged bears a relationship to the person or entity paying the fee.

Costa Mesa's fees and charges include: user fees charged to a person or entity participating in the various recreation classes offered by the City; plan check fees and other services provided by the Planning Division related to zoning and conditional use permits; fingerprinting, false alarms, police reports, jail booking fees for the Police Department; and, fire inspection, false alarms, ambulance transportation, and hazardous materials disclosure fees for the Fire Department.

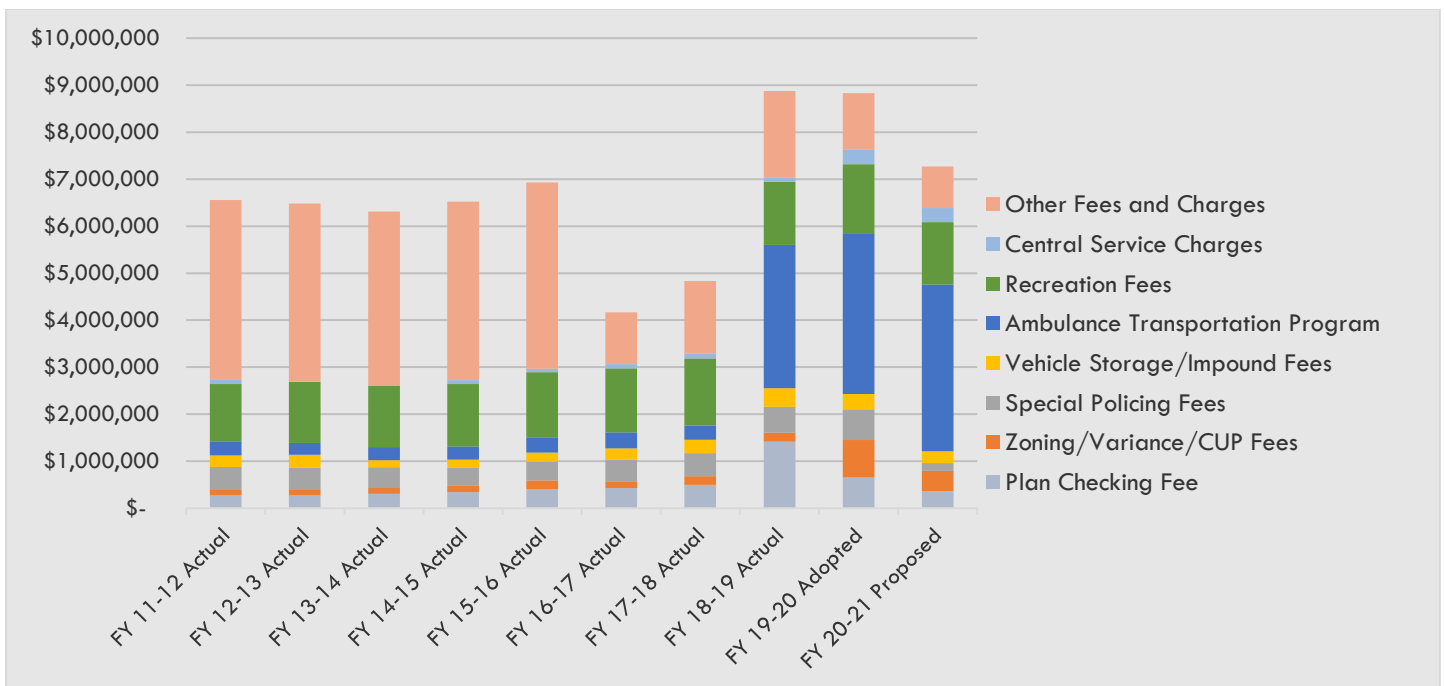
When the City reviews its user fees and charges, it submits any changes for Council approval. User fees and charges were revised effective January 1, 2009. Since then, certain fees have been updated and approved by Council. For classes offered by the Parks and Community Services Department, fee changes are also reviewed and approved by the Parks, Arts and Community Services Commission.

## TREND

Income associated with fees and charges for service have seen a steady growth over the past several years as the City evaluates and implements increases where appropriate to ensure cost recovery in order to maintain proper service levels. The ambulance transportation program, the largest fee line item, will be in its third year of operation in Fiscal Year 2020-21.

## OUTLOOK

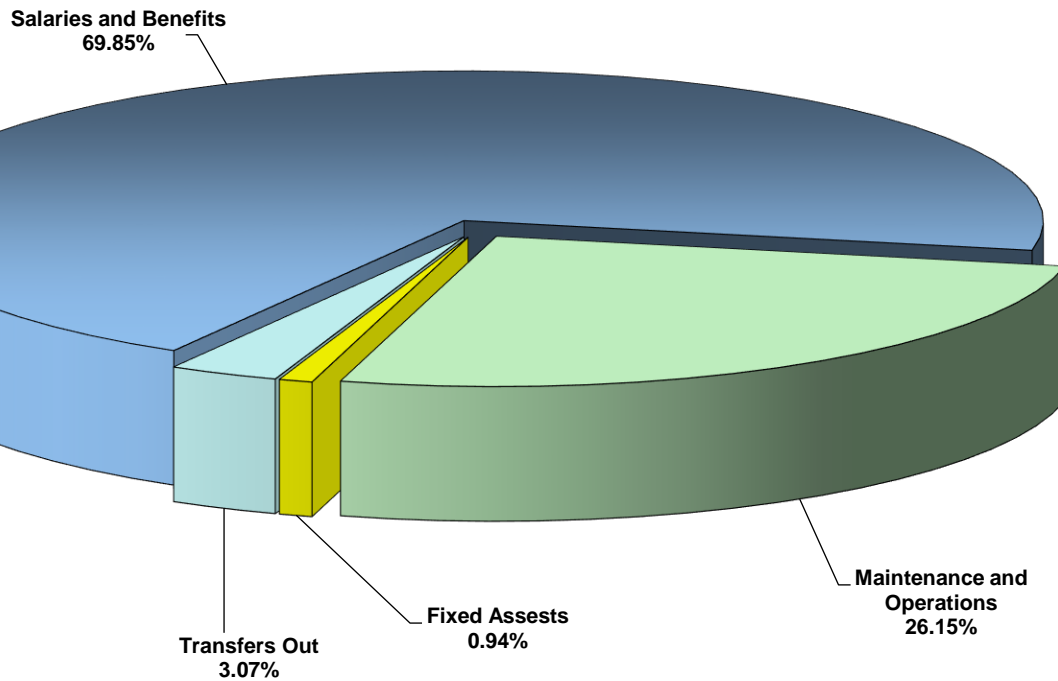
For Fiscal Year 2020-21, estimated revenue from fees and charges for services is \$7.3 million, which represents 5.8 percent of the total General Fund revenues. This revenue is a decrease of approximately \$1.6 million, or 17.8 percent from Fiscal Year 2019-20, primarily due to the economic impact of the COVID-19 global pandemic.



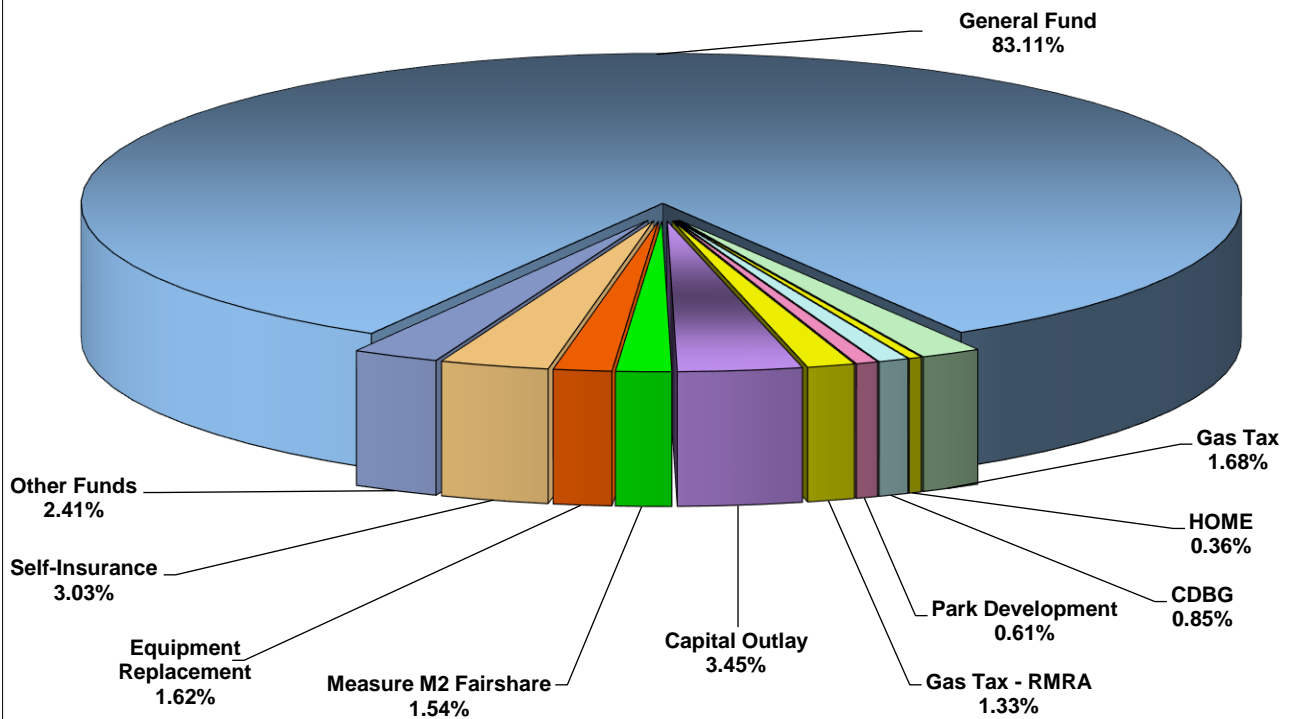
## TOTAL APPROPRIATIONS (INCLUDING TRANSFERS)

for the Fiscal Year Ending June 30, 2021

### TOTAL APPROPRIATIONS - GENERAL FUND - \$133,600,903



### TOTAL APPROPRIATIONS - ALL FUNDS - \$160,759,831 (INCLUDES CAPITAL IMPROVEMENT)



# SUMMARY OF APPROPRIATIONS BY DEPARTMENT/BY CATEGORY - ALL FUNDS (EXCLUDES CIP)

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Department/Category	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>City Council</b>				
Salaries and Benefits	\$ 415,239	\$ 563,814	\$ 642,500	\$ 678,874
Maintenance and Operations	61,378	92,695	128,716	88,875
Fixed Assets	-	10,996	2,000	2,000
<b>Subtotal City Council</b>	<b>\$ 476,617</b>	<b>\$ 667,505</b>	<b>\$ 773,216</b>	<b>\$ 769,749</b>
<b>City Manager's Office</b>				
Salaries and Benefits	\$ 9,338,403	\$ 8,939,911	\$ 10,462,819	\$ 7,931,189
Maintenance and Operations	2,930,912	11,637,221	4,516,085	4,402,389
Fixed Assets	21,155	52,342	18,700	18,700
<b>Subtotal City Manager's Office</b>	<b>\$ 12,290,469</b>	<b>\$ 20,629,475</b>	<b>\$ 14,997,604</b>	<b>\$ 12,352,278</b>
<b>City Attorney</b>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	1,261,322	1,170,015	1,000,000	950,000
Fixed Assets	-	-	-	-
<b>Subtotal City Attorney</b>	<b>\$ 1,261,322</b>	<b>\$ 1,170,015</b>	<b>\$ 1,000,000</b>	<b>\$ 950,000</b>
<b>Finance</b>				
Salaries and Benefits	\$ 2,483,479	\$ 2,709,934	\$ 3,108,165	\$ 3,317,646
Maintenance and Operations	334,904	588,252	1,224,173	1,130,430
Fixed Assets	2,212	19,162	37,300	37,300
<b>Subtotal Finance</b>	<b>\$ 2,820,596</b>	<b>\$ 3,317,348</b>	<b>\$ 4,369,638</b>	<b>\$ 4,485,376</b>
<b>Parks and Community Services</b>				
Salaries and Benefits	\$ 3,737,715	\$ 4,264,656	\$ 4,689,834	\$ 5,115,880
Maintenance and Operations	1,937,454	2,326,437	3,000,040	2,690,252
Fixed Assets	27,482	20,732	344,200	344,200
<b>Subtotal Parks and Community Services</b>	<b>\$ 5,702,651</b>	<b>\$ 6,611,825</b>	<b>\$ 8,034,074</b>	<b>\$ 8,150,332</b>
<b>Information Technology</b>				
Salaries and Benefits	\$ 1,946,795	\$ 2,016,548	\$ 2,165,160	\$ 2,232,745
Maintenance and Operations	200,189	394,332	553,192	466,381
Fixed Assets	1,002,808	902,994	1,136,700	2,876,990
<b>Subtotal Information Technology</b>	<b>\$ 3,149,792</b>	<b>\$ 3,313,873</b>	<b>\$ 3,855,052</b>	<b>\$ 5,576,116</b>
<b>Police Department</b>				
Salaries and Benefits	\$ 40,392,427	\$ 43,180,073	\$ 42,684,184	\$ 41,384,393
Maintenance and Operations	4,054,963	4,523,048	6,892,842	6,325,913
Fixed Assets	248,809	129,880	143,020	125,443
<b>Subtotal Police Department</b>	<b>\$ 44,696,199</b>	<b>\$ 47,833,000</b>	<b>\$ 49,720,046</b>	<b>\$ 47,835,749</b>
<b>Fire and Rescue Department</b>				
Salaries and Benefits	\$ 21,342,034	\$ 25,199,245	\$ 23,298,500	\$ 22,091,026
Maintenance and Operations	1,632,329	3,602,766	4,903,713	5,033,713
Fixed Assets	40,563	100,861	35,000	35,000
<b>Subtotal Fire and Rescue Department</b>	<b>\$ 23,014,926</b>	<b>\$ 28,902,872</b>	<b>\$ 28,237,213</b>	<b>\$ 27,159,739</b>

# SUMMARY OF APPROPRIATIONS BY DEPARTMENT/BY CATEGORY - ALL FUNDS (EXCLUDES CIP)

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Department/Category	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>Development Services</b>				
Salaries and Benefits	\$ 4,830,905	\$ 5,643,967	\$ 6,485,060	\$ 6,174,111
Maintenance and Operations	1,466,212	1,366,847	1,487,754	1,444,817
Fixed Assets	18,353	24,520	11,750	9,200
<b>Subtotal Development Services</b>	<b>\$ 6,315,471</b>	<b>\$ 7,035,334</b>	<b>\$ 7,984,564</b>	<b>\$ 7,628,128</b>
<b>Public Services</b>				
Salaries and Benefits	\$ 8,273,144	\$ 9,067,215	\$ 10,386,037	\$ 10,076,202
Maintenance and Operations	13,192,050	13,088,642	12,200,862	11,346,683
Fixed Assets	116,642	124,805	262,900	402,460
<b>Subtotal Public Services</b>	<b>\$ 21,581,836</b>	<b>\$ 22,280,662</b>	<b>\$ 22,849,799</b>	<b>\$ 21,825,345</b>
<b>Non-Departmental</b>				
Salaries and Benefits	\$ 500,000	\$ -	\$ -	\$ (275,015)
Maintenance and Operations	3,852,935	3,026,826	7,194,958	6,346,865
Fixed Assets	-	20,000	-	-
Transfers Out	14,025,348	20,094,245	5,430,141	4,099,924
<b>Subtotal Non-Departmental</b>	<b>\$ 18,378,283</b>	<b>\$ 23,141,071</b>	<b>\$ 12,625,099</b>	<b>\$ 10,171,774</b>
<b>TOTAL APPROPRIATIONS - ALL FUNDS</b>				
Salaries and Benefits	\$ 93,260,142	\$ 101,585,363	\$ 103,922,259	\$ 98,727,051
Maintenance and Operations	30,924,650	41,817,080	43,102,335	40,226,318
Fixed Assets	1,478,024	1,406,292	1,991,570	3,851,293
Transfers Out	14,025,348	20,094,245	5,430,141	4,099,924
<b>TOTAL APPROPRIATIONS - ALL FUNDS</b>	<b>\$ 139,688,163</b>	<b>\$ 164,902,980</b>	<b>\$ 154,446,305</b>	<b>\$ 146,904,586</b>





Fund	City Council	City Manager	City Attorney	Finance	Parks and Comm. Svcs.
<b>GENERAL FUND</b>					
General Fund - 101	\$ 769,749	\$ 7,480,589	\$ 950,000	\$ 4,485,376	\$ 7,414,732
<b>SPECIAL REVENUE FUNDS</b>					
Gas Tax Fund - 201	-	-	-	-	-
AQMD Fund - 203	-	-	-	-	-
HOME Fund - 205	-	-	-	-	-
CDBG Fund - 207	-	-	-	-	-
SLESF Fund - 213	-	-	-	-	-
Rental Rehabilitation Program Fund - 216	-	-	-	-	-
Narcotics & Seizure Fund - 217	-	-	-	-	-
Office of Traffic Safety - 220	-	-	-	-	-
Grants - State - 231	-	-	-	-	-
RMRA Gas Tax Fund - 251	-	-	-	-	-
<b>CAPITAL PROJECTS FUNDS</b>					
Park Development Fees Fund - 208	-	-	-	-	735,600
Drainage Fund - 209	-	-	-	-	-
Traffic Impact Fees Fund - 214	-	-	-	-	-
Fire System Devel Fund - 218	-	-	-	-	-
Capital Improvement Fund - 401	-	-	-	-	-
Vehicle Parking District 1 - 409	-	-	-	-	-
Vehicle Parking District 2 - 410	-	-	-	-	-
Golf Course Improvement Fund - 413	-	-	-	-	-
Measure "M2" Regional Fund - 415	-	-	-	-	-
Measure "M2" Fairshare Fund - 416	-	-	-	-	-
Jack Hammett SC Capital Improvement Fund - 417	-	-	-	-	-
Lions Park Project 2017 Bond Fund - 418	-	-	-	-	-
<b>INTERNAL SERVICE FUNDS</b>					
Equipment Replacement Fund - 601	-	-	-	-	-
Self-Insurance Fund - 602	-	4,871,689	-	-	-
IT Replacement Fund - 603	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>\$ 769,749</b>	<b>\$12,352,278</b>	<b>\$ 950,000</b>	<b>\$ 4,485,376</b>	<b>\$ 8,150,332</b>

# SUMMARY OF APPROPRIATIONS BY DEPARTMENT/BY FUND - ALL FUNDS (INCLUDES CIP)

for the Fiscal Year Ending June 30, 2021

Information Technology	Police	Fire and Rescue	Development Services	Public Services	Non- Departmental	Capital Improv. Prog.	Total
\$ 3,714,192	\$ 47,328,014	\$ 27,159,739	\$ 6,325,666	\$ 17,801,071	\$ 10,171,774	\$ -	\$ 133,600,903
-	-	-	-	855,000	-	1,850,000	2,705,000
-	-	-	-	15,000	-	115,356	130,356
-	-	-	580,819	-	-	-	580,819
-	-	-	721,643	-	-	645,244	1,366,887
-	245,013	-	-	-	-	-	245,013
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	262,722	-	-	-	-	-	262,722
-	-	-	-	-	-	2,134,145	2,134,145
-	-	-	-	-	-	250,000	985,600
-	-	-	-	-	-	550,000	550,000
-	-	-	-	-	-	481,000	481,000
-	-	-	-	-	-	-	-
-	-	-	-	-	-	5,550,336	5,550,336
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	275,000	-	-	275,000
-	-	-	-	-	-	74,500	74,500
-	-	-	-	275,273	-	2,204,664	2,479,937
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	2,604,000	-	-	2,604,000
-	-	-	-	-	-	-	4,871,689
1,861,924	-	-	-	-	-	-	1,861,924
<b>\$ 5,576,116</b>	<b>\$ 47,835,749</b>	<b>\$ 27,159,739</b>	<b>\$ 7,628,128</b>	<b>\$ 21,825,345</b>	<b>\$ 10,171,774</b>	<b>\$ 13,855,245</b>	<b>\$ 160,759,831</b>

# SUMMARY OF APPROPRIATIONS BY ACCOUNT - ALL FUNDS (EXCLUDES CIP)

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Account Description	Account Number	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>Salaries and Benefits</b>					
Regular Salaries - Sworn	501100	\$ 21,942,532	\$ 23,832,611	\$ 22,978,888	\$ 24,665,230
Regular Salaries - Non Sworn	501200	17,543,567	19,448,600	22,915,976	23,965,261
Regular Salaries - Part time	501300	5,111,248	5,119,200	5,024,734	5,304,198
Overtime	501400	7,589,625	7,976,139	3,963,828	3,854,557
Accrual Payoff - Excess Maximum	501500	505,246	529,009	186,128	186,128
Vacation/Comp. Time Cash Out	501600	463,408	387,828	293,980	293,980
Holiday Allowance	501700	778,705	763,503	678,492	784,537
Separation Pay-Off	501800	202,585	249,517	145,775	145,775
Other Compensation	501900	2,333,274	2,486,465	2,875,244	3,270,974
TBD: Attrition	502100	-	-	-	(5,842,429)
TBD: Furlough	502200	-	-	-	(6,072,737)
Cafeteria Plan	505100	5,896,210	7,339,529	10,185,892	10,790,352
Medicare	505200	826,687	906,731	791,932	835,520
Retirement	505300	21,735,300	24,905,948	28,735,871	31,628,243
Longevity	505400	2,768	2,768	2,800	3,600
Executive Professional Development <sup>(1)</sup>	505500	714,034	735,374	77,305	77,495
Auto Allowance	505600	43,987	45,415	49,200	49,200
Unemployment <sup>(2)</sup>	505800	150,880	107,426	80,000	80,020
Workers' Compensation <sup>(2)</sup>	505900	5,552,208	4,902,782	2,476,214	2,247,147
Employer Contr. Retirees' Medical	506100	1,867,879	1,846,589	2,460,000	2,460,000
<b>Subtotal Salaries and Benefits</b>		<b>\$ 93,260,142</b>	<b>\$ 101,585,433</b>	<b>\$ 103,922,259</b>	<b>\$ 98,727,051</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 264,605	\$ 249,357	\$ 179,650	\$ 174,400
Multi-Media, Promotions and Subs.	510200	574,120	558,397	509,189	321,689
Small Tools and Equipment	510300	310,928	375,259	266,416	253,413
Uniform and Clothing	510400	330,213	410,802	359,700	359,700
Safety and Health	510500	402,208	535,858	381,930	511,930
Maintenance and Construction	510600	706,627	758,096	898,350	897,850
Agriculture	510700	90,382	92,011	97,000	97,000
Fuel	510800	453,293	570,741	500,000	501,400
Electricity - Buildings and Fac.	515100	523,561	544,291	604,550	604,550
Electricity - Power	515200	247,164	244,007	281,800	281,800
Electricity - Street Lights	515300	1,007,520	976,105	1,000,000	1,000,000
Gas	515400	37,489	54,214	45,400	45,400
Water - Domestic	515500	113,572	65,205	149,200	75,100
Water - Parks and Parkways	515600	748,009	617,773	785,000	785,000
Waste Disposal	515700	141,720	126,899	162,100	162,800
Janitorial and Housekeeping	515800	441,866	449,185	483,513	483,613
Postage	520100	106,131	112,355	-	864
Legal Advertising/Filing Fees	520200	245,250	239,078	251,600	252,100
Advertising and Public Info.	520300	10,129	8,106	14,800	16,850
Telephone/Radio/Communications	520400	538,745	582,697	765,200	765,200
Business Meetings	520500	58,369	63,708	46,580	42,080
Mileage Reimbursement	520600	4,558	3,590	3,300	3,300
Dues and Membership	520700	1,120	32,393	36,000	35,525
Board Member Fees	520800	30,500	31,000	41,300	41,300

# SUMMARY OF APPROPRIATIONS BY ACCOUNT - ALL FUNDS (EXCLUDES CIP)

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Account Description	Account Number	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>Maintenance and Operations (continued)</b>					
Professional Development <sup>(1)</sup>	520900	-	-	625,153	495,288
Buildings and Structures	525100	415,989	328,899	278,500	268,500
Landscaping and Sprinklers	525200	3,093,372	2,983,595	3,230,000	2,842,500
Automotive Equipment	525400	181,066	257,343	250,000	250,000
Office Furniture	525600	350	95	3,500	1,500
Office Equipment	525700	69,484	32,786	29,500	29,600
Other Equipment	525800	804,150	842,851	909,300	777,300
Streets, Alleys and Sidewalks	525900	942,661	973,954	1,007,200	507,200
Employment	530100	166,001	150,123	26,000	26,000
Consulting	530200	4,449,038	4,789,899	4,370,963	4,051,164
Legal	530300	443,123	426,577	2,929,078	2,844,721
Engineering and Architectural	530400	389,799	344,045	397,000	386,994
Financial and Information Services	530500	168,010	498,135	1,028,749	1,028,749
Medical and Health Inspection	530600	157,723	151,955	151,600	151,600
Public Safety	530700	680,346	2,238,306	2,532,100	2,532,100
Recreation	530800	461,313	486,988	465,300	382,442
Sanitation	530900	-	140	800	800
Principal Payments	535100	2,685,000	1,610,261	1,800,000	2,375,000
Interest Payments	535200	997,515	1,263,185	1,230,958	1,155,360
External Rent	535400	710,808	994,995	690,598	690,598
Grants, Loans and Subsidies	535500	646,023	329,993	420,700	685,108
Depreciation	535600	951,494	1,052,361	-	-
Internal Rent - Central Services	535800	214,067	177,091	193,091	99,776
Internal Rent - Postage	535900	-	-	110,080	110,400
Internal Rent - Maint. Charges	536100	904,931	1,517,099	884,754	884,754
Internal Rent - Replacement Costs	536200	674,354	661,023	1,142,860	1,217,816
Internal Rent - IT Replacement	536300	250,002	250,000	-	-
Internal Rent - Fuel	536400	-	-	501,400	501,400
Internal Rent - General Liability	536500	-	-	2,246,078	2,072,426
Internal Rent - Workers Comp <sup>(2)</sup>	536600	-	-	2,977,926	2,690,018
Internal Rent - Unemployment <sup>(2)</sup>	536700	-	-	80,421	80,212
General Liability	540100	4,471,848	7,566,828	1,796,400	1,625,875
Special Liability	540200	-	-	9,400	9,400
Buildings and Personal Property	540500	-	-	225,200	225,200
Taxes and Assessments	540700	187,899	162,142	193,200	196,200
Contingency	540800	(1,613,796)	3,943,056	500,000	138,302
Other Costs	540900	2,404	835	2,001,948	1,179,151
Assistance	545300	31,598	41,634	-	-
Acquisition Costs	545500	-	36,588	-	-
<b>Subtotal Maintenance and Operations</b>		<b>\$ 30,924,650</b>	<b>\$ 41,813,907</b>	<b>\$ 43,102,335</b>	<b>\$ 40,226,318</b>

# SUMMARY OF APPROPRIATIONS BY ACCOUNT - ALL FUNDS (EXCLUDES CIP)

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

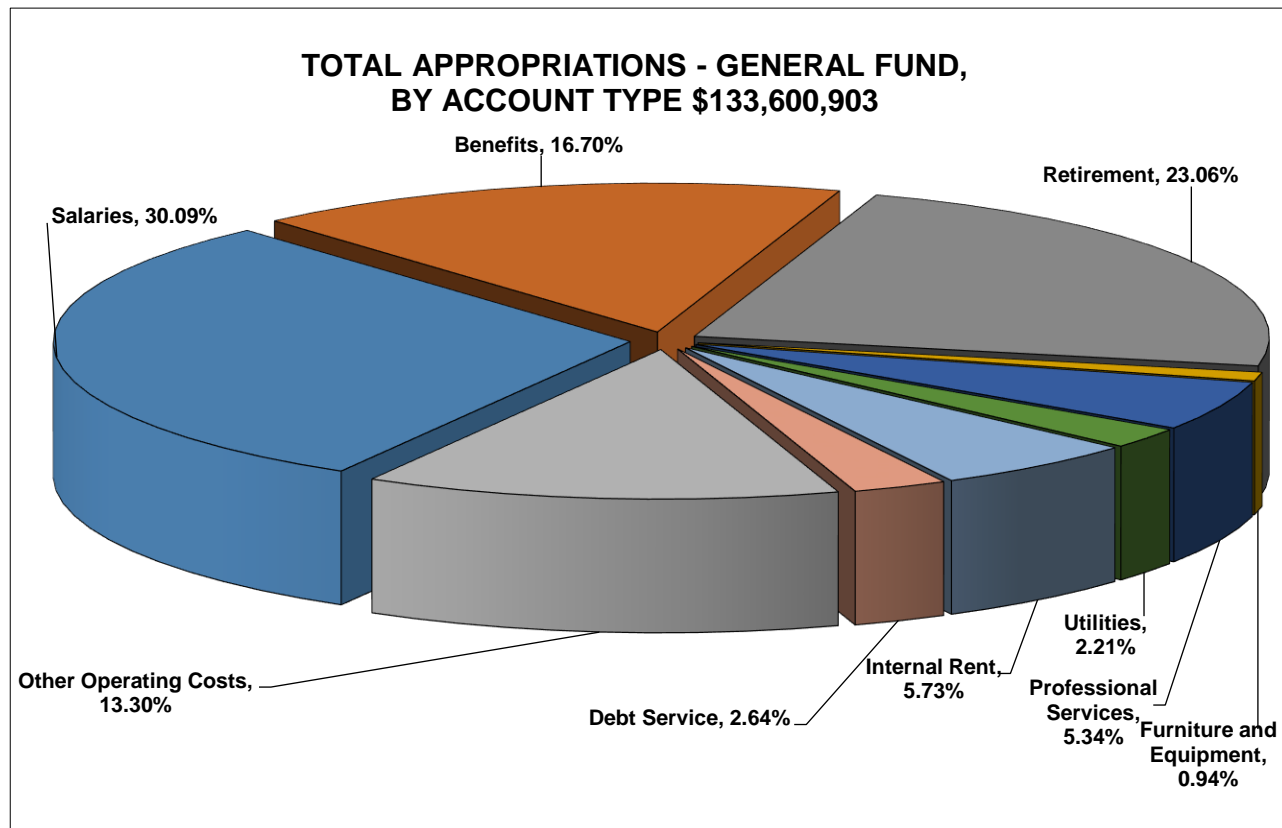
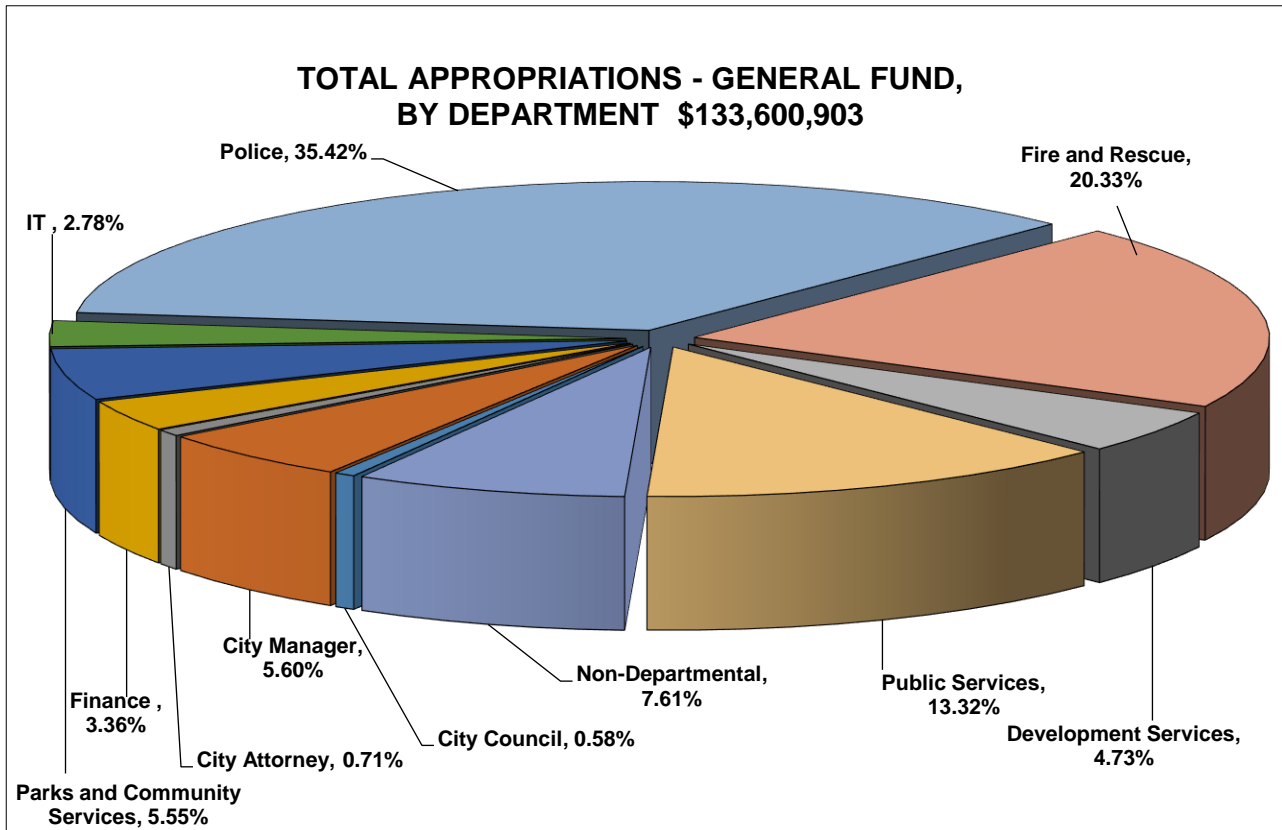
Account Description	Account Number	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>Fixed Assets</b>					
Buildings and Structures	590400	\$ -	\$ 20,000	\$ -	\$ -
Automotive Equipment	590500	42,251	30,806	255,000	394,560
Office Furniture	590600	-	42,119	12,900	2,900
Office Equipment	590700	6,221	12,198	550	-
Other Equipment	590800	1,394,900	1,234,448	1,723,120	3,453,833
Loss on Disposal of Assets	599100	34,651	69,825	-	-
<b>Subtotal Fixed Assets</b>		<b>\$ 1,478,024</b>	<b>\$ 1,409,395</b>	<b>\$ 1,991,570</b>	<b>\$ 3,851,293</b>
<b>Transfers Out</b>					
Transfers Out	595100	\$ 14,025,348	\$ 20,094,245	\$ 5,430,141	\$ 4,099,924
<b>Subtotal Transfers Out</b>		<b>\$ 14,025,348</b>	<b>\$ 20,094,245</b>	<b>\$ 5,430,141</b>	<b>\$ 4,099,924</b>
<b>TOTAL APPROPRIATIONS - ALL FUNDS</b>		<b>\$ 139,688,163</b>	<b>\$ 164,902,980</b>	<b>\$ 154,446,305</b>	<b>\$ 146,904,586</b>

<sup>(1)</sup> In FY 2019-20, the City changed the budgeting methodology for professional development. Only executive professional development included in the employee MOUs is included in this account. Other professional development such as training, licenses and certificates are accounted for under maintenance and operations.

<sup>(2)</sup> In FY 2019-20, the City corrected the budgeting method for billing internal charges. The prior years have not been adjusted to ensure consistency with the audited financial statements.

# TOTAL APPROPRIATIONS - GENERAL FUND (INCLUDING TRANSFERS)

for the Fiscal Year Ending June 30, 2021





# SUMMARY OF APPROPRIATIONS BY ACCOUNT - GENERAL FUND ONLY

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Account Description	Account Number	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>Salaries and Benefits</b>					
Regular Salaries - Sworn	501100	\$ 21,437,379	\$ 23,157,490	\$ 22,868,488	\$ 24,523,647
Regular Salaries - Non Sworn	501200	16,726,832	18,544,135	21,360,205	22,354,250
Regular Salaries - Part time	501300	5,032,550	5,014,563	4,956,634	5,234,917
Overtime	501400	7,326,685	7,711,156	3,939,328	3,828,632
Accrual Payoff - Excess Maximum	501500	491,203	513,040	186,128	186,128
Vacation/Comp. Time Cash Out	501600	454,817	377,567	292,980	292,980
Holiday Allowance	501700	769,178	745,091	675,892	781,937
Separation Pay-Off	501800	194,432	230,709	145,375	145,375
Other Compensation	501900	2,251,913	2,394,596	2,851,660	3,248,273
TBD: Attrition	502100	-	-	-	(5,842,429)
TBD: Furlough	502200	-	-	-	(6,072,737)
Cafeteria Plan	505100	5,708,906	7,108,344	9,853,476	10,428,402
Medicare	505200	800,992	877,837	765,708	809,125
Retirement	505300	21,057,153	24,212,220	28,017,499	30,805,190
Longevity	505400	2,768	2,768	2,800	3,600
Executive Professional Development <sup>(1)</sup>	505500	712,904	733,392	77,115	77,115
Auto Allowance	505600	43,987	45,415	49,200	49,200
Unemployment <sup>(2)</sup>	505800	84,504	84,487	-	-
Workers' Compensation <sup>(2)</sup>	505900	3,233,145	3,299,992	-	-
Employer Contr. Retirees' Med.	506100	1,867,879	1,846,589	2,460,000	2,460,000
<b>Subtotal Salaries and Benefits</b>		<b>\$ 88,197,226</b>	<b>\$ 96,899,391</b>	<b>\$ 98,502,488</b>	<b>\$ 93,313,604</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 263,191	\$ 244,779	\$ 175,550	\$ 170,900
Multi-Media, Promotions and Subs	510200	572,429	556,897	507,389	319,889
Small Tools and Equipment	510300	300,869	345,922	254,416	239,316
Uniform and Clothing	510400	326,300	409,627	355,700	355,700
Safety and Health	510500	396,627	535,290	381,430	511,430
Maintenance & Construction	510600	409,783	448,700	323,350	322,850
Agriculture	510700	90,382	92,011	97,000	97,000
Fuel	510800	72	-	-	-
Electricity - Buildings & Fac.	515100	523,561	544,291	604,550	604,550
Electricity - Power	515200	247,164	244,007	281,800	281,800
Electricity - Street Lights	515300	1,007,520	976,105	1,000,000	1,000,000
Gas	515400	37,489	54,214	45,400	45,400
Water - Domestic	515500	113,572	65,205	149,200	75,100
Water - Parks and Parkways	515600	748,009	617,773	785,000	785,000
Waste Disposal	515700	141,495	126,032	161,800	161,800
Janitorial and Housekeeping	515800	440,416	449,185	481,713	481,713
Postage	520100	105,773	111,654	-	-
Legal Advertising/Filing Fees	520200	236,100	230,048	236,600	235,100
Advertising and Public Info.	520300	10,129	8,106	14,300	14,300
Telephone/Radio/Communications	520400	538,745	582,697	765,200	765,200
Business Meetings	520500	58,369	63,708	46,580	41,380
Mileage Reimbursement	520600	4,558	3,590	3,300	3,300
Dues and Membership	520700	1,120	32,393	36,000	35,525
Board Member Fees	520800	30,500	31,000	41,300	41,300

# SUMMARY OF APPROPRIATIONS BY ACCOUNT - GENERAL FUND ONLY

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Account Description	Account Number	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>Maintenance and Operations (continued)</b>					
Professional Development <sup>(1)</sup>	520900	-	-	621,053	490,188
Buildings and Structures	525100	372,059	259,843	212,500	202,500
Landscaping and Sprinklers	525200	3,093,372	2,983,595	3,230,000	2,842,500
Automotive Equipment	525400	495	658	-	-
Office Furniture	525600	350	95	3,500	1,500
Office Equipment	525700	69,456	32,773	29,400	29,400
Other Equipment	525800	793,460	832,959	900,300	768,300
Streets, Alleys and Sidewalks	525900	942,661	973,954	1,007,200	507,200
Employment	530100	108,970	134,202	26,000	26,000
Consulting	530200	4,104,422	4,428,065	3,420,020	2,950,980
Legal	530300	443,123	415,218	2,855,600	2,805,600
Engineering and Architectural	530400	374,828	290,224	325,500	318,930
Financial and Information Services	530500	168,010	498,135	1,028,749	1,028,749
Medical and Health Inspection	530600	157,723	151,955	151,600	151,600
Public Safety	530700	680,346	2,191,438	2,532,100	2,532,100
Recreation	530800	461,313	486,988	465,300	382,442
Sanitation	530900	-	140	800	800
Principal Payments	535100	2,685,000	1,610,261	1,800,000	2,375,000
Interest Payments	535200	986,705	1,253,450	1,230,958	1,155,360
External Rent	535400	710,808	994,995	690,598	690,598
Grants, Loans and Subsidies	535500	340,506	11,231	23,000	23,000
Internal Rent - Central Services	535800	212,684	177,002	192,991	99,722
Internal Rent - Postage	535900	-	-	109,434	110,296
Internal Rent - Maint. Charges	536100	902,621	1,509,905	884,300	884,300
Internal Rent - Fleet	536200	664,413	654,769	1,142,300	1,217,256
Internal Rent - IT Replacement	536300	250,002	250,000	-	-
Internal Rent - Fuel	536400	-	-	501,400	501,400
Internal Rent - General Liability	536500	-	-	2,241,209	2,069,259
Internal Rent - Workers Comp <sup>(2)</sup>	536600	-	-	2,976,449	2,688,443
Internal Rent - Unemployment <sup>(2)</sup>	536700	-	-	79,614	79,685
General Liability	540100	2,286,620	2,525,332	-	-
Taxes and Assessments	540700	90,804	91,796	96,200	96,200
Contingency	540800	-	-	500,000	138,302
Other Costs	540900	1,460	835	2,001,600	1,178,803
Assistance	545300	31,598	41,634	-	-
Acquisition Costs	545500	-	36,588	-	-
<b>Subtotal Maintenance and Operations</b>		<b>\$ 27,537,983</b>	<b>\$ 29,611,274</b>	<b>\$ 38,027,253</b>	<b>\$ 34,934,966</b>
<b>Fixed Assets</b>					
Buildings and Structures	590400	\$ -	\$ 20,000	\$ -	\$ -
Office Furniture	590600	-	39,015	12,900	2,900
Office Equipment	590700	6,221	12,198	-	-
Other Equipment	590800	1,387,058	890,319	1,332,720	1,249,509
<b>Subtotal Fixed Assets</b>		<b>\$ 1,393,280</b>	<b>\$ 961,531</b>	<b>\$ 1,345,620</b>	<b>\$ 1,252,409</b>

## SUMMARY OF APPROPRIATIONS BY ACCOUNT - GENERAL FUND ONLY

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Account Description	Account Number	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>Transfers Out</b>					
Transfers Out	595100	\$ 13,899,425	\$ 20,049,115	\$ 4,280,141	\$ 4,099,924
<b>Subtotal Transfers Out</b>		<b>\$ 13,899,425</b>	<b>\$ 20,049,115</b>	<b>\$ 4,280,141</b>	<b>\$ 4,099,924</b>
<b>TOTAL APPROPRIATIONS - GENERAL FUND</b>		<b>\$ 131,027,913</b>	<b>\$ 147,521,312</b>	<b>\$ 142,155,502</b>	<b>\$ 133,600,903</b>

<sup>(1)</sup> In Fiscal Year 2019-20, the City changed the budgeting methodology for professional development. Only executive professional development included in the employee MOUs is included in this account. Other professional development such as training, licenses and certificates are accounted for under maintenance and operations.

<sup>(2)</sup> In Fiscal Year 2019-20, the City corrected the budgeting method for billing internal charges. The prior years have not been adjusted to ensure consistency with the audited financial statements.

## FOUR-YEAR PERSONNEL SUMMARY BY DEPARTMENT

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

	FY 17-18 Adopted	FY 18-19 Adopted	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Proposed
<b>CITY COUNCIL</b>					
Council Member	5.00	7.00	7.00	7.00	7.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00
Management Analyst/Chief of Staff	-	-	1.00	1.00	1.00
<b>Total City Council</b>	<b>6.00</b>	<b>8.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>
<b>CITY MANAGER'S OFFICE</b>					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	2.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager	-	-	1.00	1.00	1.00
Central Services Supervisor	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00
Community Outreach Worker	1.00	2.00	-	-	-
Deputy City Clerk	2.00	2.00	2.00	2.00	2.00
Executive Assistant to the City Manager	1.00	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00
Graphics Designer	1.00	1.00	1.00	1.00	1.00
Human Resources Administrator	1.00	1.00	1.00	1.00	1.00
Human Resources Analyst	3.00	2.00	3.00	4.00	4.00
Human Resources Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Office Specialist II	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	-	1.00	1.00
Neighborhood Improvement Manager	-	1.00	-	-	-
Principal Human Resources Analyst	1.00	2.00	2.00	2.00	2.00
Public Affairs Manager	3.00	3.00	2.00	2.00	2.00
Senior Management Analyst	-	-	1.00	1.00	1.00
Senior Code Enforcement Officer	-	1.00	-	-	-
Video Production Coordinator	1.00	1.00	1.00	1.00	1.00
Video Production Specialist	-	1.00	1.00	1.00	1.00
Website Coordinator	1.00	1.00	1.00	1.00	1.00
<b>Total City Manager's Office</b>	<b>25.00</b>	<b>28.00</b>	<b>25.00</b>	<b>27.00</b>	<b>27.00</b>
<b>FINANCE DEPARTMENT</b>					
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	2.00	2.00	2.00
Accounting Specialist I	1.00	1.00	1.00	1.00	1.00
Accounting Specialist II	3.00	3.00	3.00	3.00	3.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00
Budget and Purchasing Manager	-	-	-	1.00	1.00
Budget Analyst	1.00	1.00	2.00	2.00	2.00
Budget Specialist	1.00	1.00	-	-	-
Buyer	2.00	2.00	3.00	3.00	3.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00
Financial Analyst	-	-	-	1.00	1.00
Management Analyst	1.00	1.00	1.00	-	-
Payroll Coordinator	1.00	1.00	1.00	1.00	1.00
Permit Processing Specialist	1.00	1.00	1.00	1.00	1.00
Purchasing Supervisor	1.00	1.00	1.00	1.00	1.00
Revenue Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Management Analyst	-	-	-	1.00	1.00
Tax Auditing Specialist	-	1.00	-	-	-
Treasury Specialist	1.00	1.00	1.00	-	-
<b>Total Finance Department</b>	<b>19.00</b>	<b>20.00</b>	<b>21.00</b>	<b>22.00</b>	<b>22.00</b>

## FOUR-YEAR PERSONNEL SUMMARY BY DEPARTMENT

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

	FY 17-18 Adopted	FY 18-19 Adopted	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Proposed
<b>PARKS AND COMMUNITY SERVICES DEPARTMENT</b>					
Parks and Community Services Director	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	-	-	-	-
Assistant Recreation Supervisor	3.00	4.00	3.00	3.00	3.00
Community Outreach Worker	-	-	2.00	2.00	2.00
Executive Secretary	-	1.00	1.00	1.00	1.00
Fairview Park Administrator	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Neighborhood Improvement Manager	-	-	1.00	1.00	1.00
Office Specialist II	-	-	1.00	1.00	1.00
Recreation Coordinator	2.00	2.00	4.00	4.00	4.00
Recreation Manager	-	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	2.00	2.00	2.00
Senior Code Enforcement Officer	-	-	1.00	1.00	1.00
Senior Center Program Administrator	1.00	-	-	-	-
<b>Total Parks and Community Svcs Department</b>	<b>11.00</b>	<b>12.00</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>
<b>INFORMATION TECHNOLOGY DEPARTMENT</b>					
Information Technology Director	1.00	1.00	1.00	1.00	1.00
Computer Operations & Networking Sup.	1.00	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00
Network Administrator	3.00	3.00	3.00	4.00	4.00
Programmer Analyst II	1.00	-	1.00	1.00	1.00
Senior Programmer Analyst	3.00	3.00	3.00	3.00	3.00
Systems & Programming Supervisor	1.00	1.00	1.00	1.00	1.00
<b>Total Information Technology Department</b>	<b>11.00</b>	<b>10.00</b>	<b>11.00</b>	<b>12.00</b>	<b>12.00</b>
<b>POLICE DEPARTMENT</b>					
Police Chief	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Animal Control Officer	2.00	2.00	2.00	2.00	2.00
Civilian Investigator	1.00	1.00	1.00	1.00	1.00
Communications Installer	1.00	1.00	1.00	1.00	1.00
Communications Officer	16.00	17.00	11.00	11.00	11.00
Communications Supervisor	4.00	4.00	4.00	4.00	4.00
Community Services Specialist	6.00	6.00	6.00	6.00	6.00
Court Liaison	1.00	1.00	1.00	1.00	1.00
Crime Analyst	1.00	1.00	1.00	1.00	1.00
Crime Scene Investigation Supervisor	1.00	1.00	1.00	1.00	1.00
Crime Scene Specialist	3.00	3.00	3.00	3.00	3.00
Electronics Technician	1.00	1.00	1.00	1.00	1.00
Emergency Services Administrator	1.00	1.00	1.00	1.00	1.00
Executive Secretary	2.00	2.00	2.00	2.00	2.00
Management Analyst	-	-	-	1.00	1.00
Office Specialist II	1.00	1.00	1.00	1.00	1.00
Park Ranger	6.00	6.00	6.00	6.00	6.00
Police Captain	2.00	2.00	2.00	2.00	2.00
Police Lieutenant	6.00	6.00	6.00	6.00	6.00
Police Officer	102.00	102.00	102.00	102.00	102.00
Police Records Administrator	1.00	1.00	1.00	1.00	1.00
Police Records Bureau Supervisor	1.00	1.00	1.00	1.00	1.00
Police Records Shift Supervisor	3.00	3.00	3.00	3.00	3.00
Police Sergeant	23.00	23.00	23.00	23.00	23.00
Police Training Assistant	1.00	1.00	1.00	1.00	1.00
Property Evidence Specialist	1.00	1.00	1.00	1.00	1.00

## FOUR-YEAR PERSONNEL SUMMARY BY DEPARTMENT

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

	FY 17-18 Adopted	FY 18-19 Adopted	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Proposed
<b>POLICE DEPARTMENT (continued)</b>					
Property Evidence Supervisor	1.00	1.00	1.00	1.00	1.00
Public Affairs Manager	1.00	1.00	1.00	1.00	1.00
Range Master	1.00	1.00	1.00	1.00	1.00
Senior Communications Officer	1.00	-	6.00	6.00	6.00
Senior Communications Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Police Officer	2.00	2.00	2.00	2.00	2.00
Senior Police Records Technician	16.00	16.00	16.00	16.00	16.00
<b>Total Police Department</b>	<b>212.00</b>	<b>212.00</b>	<b>212.00</b>	<b>213.00</b>	<b>213.00</b>
<b>FIRE DEPARTMENT</b>					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Assistant Fire Marshal	1.00	1.00	-	-	-
Fire Marshal	-	-	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
Division Chief - Administration	1.00	1.00	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00	3.00	3.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00
Fire Captain	18.00	18.00	18.00	18.00	18.00
Fire Captain - Administration	1.00	1.00	1.00	1.00	1.00
Fire Engineer	18.00	18.00	18.00	18.00	18.00
Fire Protection Specialist	2.00	2.00	2.00	2.00	2.00
Firefighter	42.00	42.00	42.00	42.00	42.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
<b>Total Fire Department</b>	<b>90.00</b>	<b>90.00</b>	<b>90.00</b>	<b>90.00</b>	<b>90.00</b>
<b>DEVELOPMENT SERVICES DEPARTMENT</b>					
Economic & Development Services Director	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Assistant Development Services Director	1.00	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	2.00	2.00	2.00
Associate Planner	3.00	3.00	3.00	3.00	3.00
Building/Combination Bldg. Inspector	5.00	5.00	5.00	5.00	5.00
Building Official	1.00	1.00	1.00	1.00	1.00
Building Technician II	2.00	2.00	2.00	2.00	2.00
Chief of Inspection	1.00	1.00	1.00	1.00	1.00
Chief Plans Examiner	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	9.00	6.00	5.00	7.00	7.00
Community Improvement Manager	-	1.00	1.00	1.00	1.00
Economic Development Administrator	-	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00
Management Analyst	3.00	3.00	2.00	2.00	2.00
Office Specialist II	1.00	1.00	1.00	1.00	1.00
Permit Processing Specialist	1.00	1.00	2.00	2.00	2.00
Plan Checker	-	1.00	1.00	1.00	1.00
Plan Check Engineer	-	-	1.00	1.00	1.00
Principal Planner	1.00	1.00	1.00	1.00	1.00
Senior Code Enforcement Officer	2.00	1.00	1.00	1.00	1.00
Senior Management Analyst	-	-	1.00	1.00	1.00
Senior Planner	2.00	1.00	1.00	1.00	1.00
Zoning Administrator	1.00	1.00	1.00	1.00	1.00
<b>Total Development Services Department</b>	<b>38.00</b>	<b>36.00</b>	<b>38.00</b>	<b>40.00</b>	<b>40.00</b>



## FOUR-YEAR PERSONNEL SUMMARY BY DEPARTMENT

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

	FY 17-18 Adopted	FY 18-19 Adopted	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Proposed
<b>PUBLIC SERVICES DEPARTMENT</b>					
Public Services Director	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	3.00	3.00	3.00	3.00	3.00
Assistant Engineer	4.00	5.00	4.00	4.00	4.00
Associate Engineer	4.00	3.00	4.00	4.00	4.00
Chief Construction Inspector	1.00	-	-	-	-
City Engineer	1.00	1.00	1.00	1.00	1.00
Construction Inspector	1.00	3.00	3.00	3.00	3.00
Contract Administrator	1.00	1.00	1.00	1.00	1.00
Energy and Sustainability Manager	-	-	1.00	1.00	1.00
Engineering Technician III	5.00	4.00	5.00	5.00	5.00
Equipment Mechanic II	2.00	2.00	2.00	2.00	2.00
Equipment Mechanic III	2.00	2.00	2.00	2.00	2.00
Executive Secretary	2.00	2.00	2.00	2.00	2.00
Facilities Maintenance Technician	2.00	2.00	2.00	2.00	2.00
Lead Maintenance Worker	6.00	6.00	6.00	6.00	6.00
Lead Equipment Mechanic	-	-	1.00	1.00	1.00
Maintenance Services Manager	1.00	1.00	1.00	1.00	1.00
Maintenance Superintendent	3.00	3.00	3.00	3.00	3.00
Maintenance Supervisor	5.00	5.00	5.00	5.00	5.00
Maintenance Worker	5.00	6.00	6.00	6.00	6.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Office Specialist I	1.00	-	-	-	-
Office Specialist II	-	1.00	1.00	1.00	1.00
Principal Civil Engineer	1.00	1.00	1.00	1.00	1.00
Senior Engineer	3.00	3.00	3.00	3.00	3.00
Senior Maintenance Technician	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	8.00	6.00	6.00	6.00	6.00
Transportation Services Manager	1.00	1.00	1.00	1.00	1.00
<b>Total Public Services Department</b>	<b>65.00</b>	<b>64.00</b>	<b>67.00</b>	<b>67.00</b>	<b>67.00</b>
<b>Total Full-time Employees</b>	<b>477.00</b>	<b>480.00</b>	<b>492.00</b>	<b>499.00</b>	<b>499.00</b>

### PART-TIME EMPLOYEES FTE's (FULL-TIME EQUIVALENTS)

City Council	-	-	1.50	1.50	1.50
City Manager's Office	14.74	13.60	9.96	9.48	9.00
Finance Department	3.25	2.50	-	-	-
Parks and Community Services	69.54	75.23	77.71	77.71	76.67
Information Technology Department	2.16	2.16	1.70	1.70	0.50
Police Department	23.60	21.76	22.92	22.17	21.96
Fire Department	4.00	4.00	5.00	5.00	5.00
Development Services Department	7.95	8.80	8.79	8.79	8.04
Public Services Department	12.47	8.05	9.70	9.70	9.50
<b>Total Part-time FTE's</b>	<b>137.71</b>	<b>136.10</b>	<b>137.28</b>	<b>136.05</b>	<b>132.17</b>



**CITY COUNCIL**

FY | 2020-2021

The Mayor and City Council serve as the elected legislative and policy setting body of the City. City Council duties include establishing goals and policies, enacting legislation, adopting the City's operating and capital budget, and appropriating the funds necessary to provide services to the City's residents, businesses and visitors. City Council also participates in a wide variety of community and regional activities and spends a considerable amount of time interacting with residents, business owners, and community stakeholders. The City Council also serves as the governing board for the Successor Agency, Housing Authority, Public Financing Authority and Financing Authority.

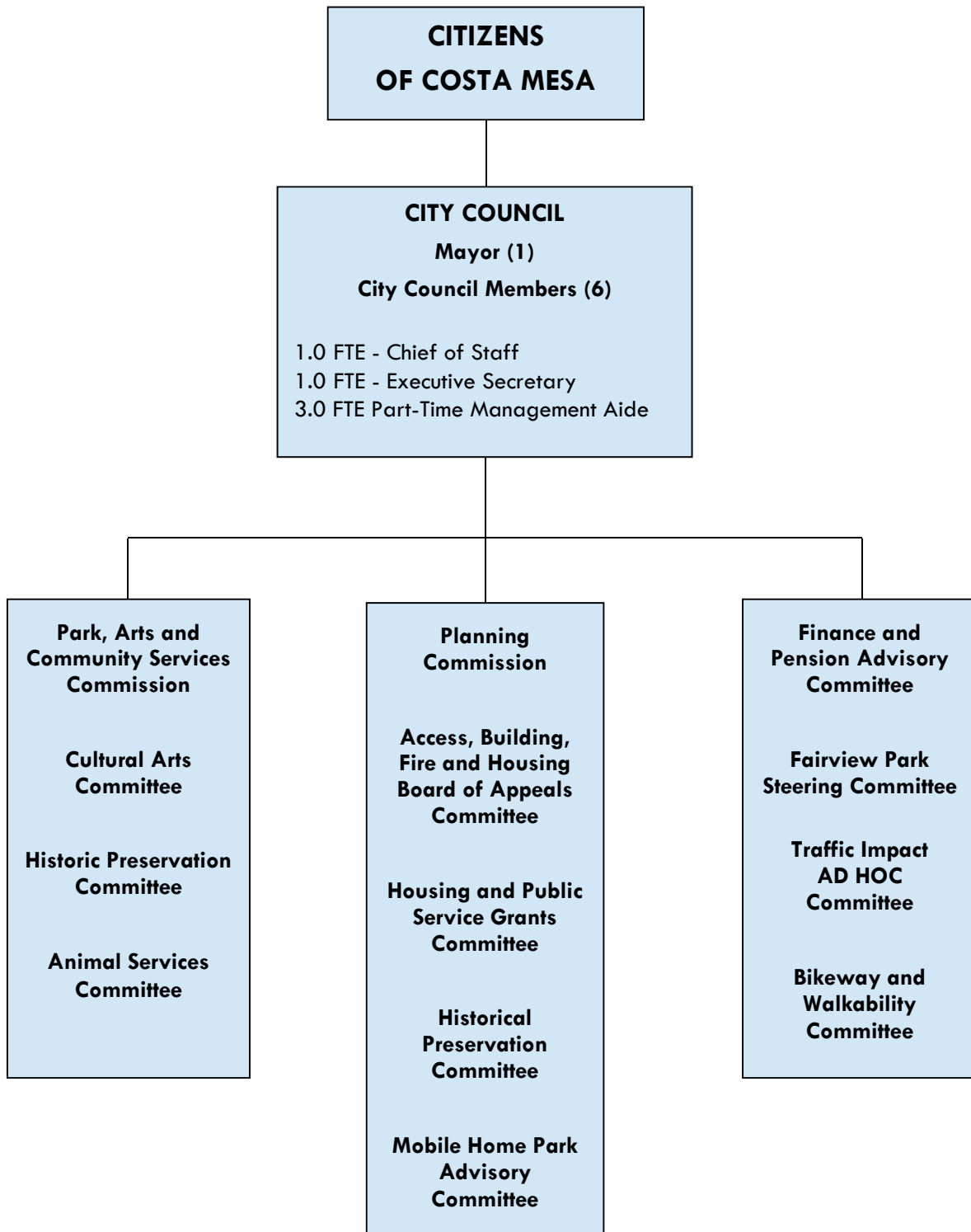
## CITY COUNCIL - 10100

### CITY COUNCIL – 50110

This program supports the City Council activities and includes the salaries of one Mayor and six Council Members, one Chief of Staff, three part-time Management Aides, and one Executive Secretary.

The Executive Secretary provides administrative support to the City Council Members. Under the supervision of the City Manager, the role of the Chief of Staff is to work with the City Council to achieve their goals and priorities, and work with staff to implement work plans to achieve these goals. The Chief of Staff is also responsible for the supervision of all aides. The Management Aides are responsible primarily for responding to constituent needs, as well as assisting City Council with legislative research, gathering of information to address important community issues, and providing support at various special events and community meetings.





# CITY COUNCIL (CONTINUED)

## BUDGET NARRATIVE

The Fiscal Year 2020-21 budget for the Office of the City Council is \$769,749, a decrease of \$3,467, or 0.45 percent, compared to the adopted budget for Fiscal Year 2019-20. The decrease was primarily attributed to Maintenance and Operations accounts. A 5 percent reduction is reflected in professional development to help achieve the city-wide savings target.

Expense by Fund	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>CITY COUNCIL BY FUNDING SOURCE</b>				
General Fund - 101	\$ 476,617	\$ 667,505	\$ 773,216	\$ 769,749
<b>Total City Council</b>	<b>\$ 476,617</b>	<b>\$ 667,505</b>	<b>\$ 773,216</b>	<b>\$ 769,749</b>

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>CITY COUNCIL BY PROGRAM</b>				
<b>ADMINISTRATION - 10100</b>				
<u>City Council - 50110</u>				
Salaries and Benefits	\$ 415,239	\$ 563,814	\$ 642,500	\$ 678,874
Maintenance and Operations	61,378	92,695	128,716	88,875
Fixed Assets	-	10,996	2,000	2,000
<b>Subtotal City Council</b>	<b>\$ 476,617</b>	<b>\$ 667,505</b>	<b>\$ 773,216</b>	<b>\$ 769,749</b>
<b>TOTAL CITY COUNCIL</b>				
Salaries and Benefits	\$ 415,239	\$ 563,814	\$ 642,500	\$ 678,874
Maintenance and Operations	61,378	92,695	128,716	88,875
Fixed Assets	-	10,996	2,000	2,000
<b>Total City Council</b>	<b>\$ 476,617</b>	<b>\$ 667,505</b>	<b>\$ 773,216</b>	<b>\$ 769,749</b>

# CITY COUNCIL (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Actuals	Actuals	Adopted Budget	Proposed Budget
<b>CITY COUNCIL BY ACCOUNT</b>					
<b>Salaries and Benefits</b>					
Regular Salaries - Non Sworn	501200	\$ 114,859	\$ 163,135	\$ 239,700	\$ 235,072
Regular Salaries - Part time	501300	-	36,647	97,300	103,025
Overtime	501400	1,432	1,708	500	500
Holiday Allowance	501700	-	482	-	-
Cafeteria Plan	505100	142,023	176,920	213,100	217,644
Medicare	505200	2,541	4,365	4,900	4,902
Retirement	505300	37,905	58,075	87,000	117,731
Executive Professional Development	505500	116,479	122,482	-	-
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 415,239</b>	<b>\$ 563,814</b>	<b>\$ 642,500</b>	<b>\$ 678,874</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 2,542	\$ 3,269	\$ 2,600	\$ 2,600
Multi-Media, Promotions and Subs	510200	44,324	62,694	4,000	4,000
Small Tools and Equipment	510300	-	3,020	2,000	2,000
Uniform & Clothing	510400	-	1,526	500	500
Safety and Health	510500	386	254	480	480
Postage	520100	180	174	-	-
Meetings & Conferences	520500	10,171	18,539	15,000	15,000
Mileage Reimbursement	520600	-	258	-	-
Executive Professional Development	520900	-	-	100,000	61,339
External Rent	535400	700	705	1,700	1,700
Internal Rent - Central Services	535800	3,075	2,257	2,228	1,224
Internal Rent - Postage	535900	-	-	208	32
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 61,378</b>	<b>\$ 92,695</b>	<b>\$ 128,716</b>	<b>\$ 88,875</b>
<b>Fixed Assets</b>					
Other Equipment	590800	\$ -	\$ 10,996	\$ 2,000	\$ 2,000
<b>Subtotal Fixed Assets</b>		<b>\$ -</b>	<b>\$ 10,996</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b>Total City Council</b>		<b>\$ 476,617</b>	<b>\$ 667,505</b>	<b>\$ 773,216</b>	<b>\$ 769,749</b>

# CITY COUNCIL (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>CITY COUNCIL BY ACCOUNT: GENERAL FUND ONLY</b>					
<b>Salaries and Benefits</b>					
Regular Salaries - Non Sworn	501200	\$ 114,859	\$ 163,135	\$ 239,700	\$ 235,072
Regular Salaries - Part time	501300	-	36,647	97,300	103,025
Overtime	501400	1,432	1,708	500	500
Holiday Allowance	501700	-	482	-	-
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<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 61,378</b>	<b>\$ 92,695</b>	<b>\$ 128,716</b>	<b>\$ 88,875</b>
<b>Fixed Assets</b>					
Other Equipment	590800	\$ -	\$ 10,996	\$ 2,000	\$ 2,000
<b>Subtotal Fixed Assets</b>		<b>-</b>	<b>10,996</b>	<b>2,000</b>	<b>2,000</b>
<b>Total City Council</b>		<b>\$ 476,617</b>	<b>\$ 667,505</b>	<b>\$ 773,216</b>	<b>\$ 769,749</b>







**CITY MANAGER'S OFFICE**

FY | 2020-2021

The City Manager's Office is a General Government Support function. The Department is comprised of four divisions, split into different programs and has 27 full-time staff members composed of seven management, 15 professional, and five clerical positions. Part-time staffing consists of 9.00 full-time equivalents. The four divisions are as follows:

- Administration
- City Clerk
- Human Resources
- Risk Management

### ADMINISTRATION - 11100

#### ADMINISTRATION – 50001

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The City Manager's Office coordinates and directs the City's functions within the framework of policy established by the City Council. The duties of the City Manager's Office include: legislative support, policy implementation, budget development and strategic planning, coordinating the preparation of City Council agendas, assist with the development of City Council's goals and objectives, and keep the City Council apprised of important community issues. The Office provides leadership and direction to the other City departments and is responsible for ensuring the delivery of quality services to its constituents and business community. The City Manager's Office is also responsible for representing the City's interests at the local, state, and federal level.

#### COMMUNICATIONS AND MARKETING – 51050

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The Communication and Marketing team specializes in ensuring quality communication, both internally and externally and utilizes a variety of informational platforms such as the City website, news blog, social media networks, TV channel, newsletter, print and more. The team manages the following City initiatives:

- Public information and education
- Media relations
- Social media posting and monitoring
- Video production
- Mail, printing and graphic design services
- Website development and maintenance
- Special events
- Internal communications

### CITY CLERK – 11200

#### ELECTIONS – 50120

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As the local elections official, the City Clerk conducts the General Municipal Election by governing the filings of candidate nominations, initiatives, referendums, and recall actions. The City Clerk is the Filing Officer for the Political Reform Act and coordinates the filing of campaign financial statements and Conflicts of Interest Statements.

## CITY MANAGER'S OFFICE (CONTINUED)

### *COUNCIL MEETINGS – 50410*

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The role of the City Clerk includes serving as Clerk of the City Council and Secretary to the Housing Authority, and Successor Agency to the Costa Mesa Redevelopment Agency. As the Brown Act official, the Clerk is responsible for preparing and reviewing agendas for all meetings, manages records pertaining to Council legislative actions and proceedings, minutes, ordinances, resolutions, public notices and indices thereof. The City Clerk's office manages the concierge services in the City Hall lobby, which is responsible for greeting the public, checking in of guests, and answering the main telephone line to City Hall.

### *PUBLIC RECORDS – 50420*

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As the Public Records Act official, Custodian of Records and City Archivist, the Clerk is the administrator for official city documents and records, including indexing, preservation and archiving programs, retention schedules, public records requests and responses, and subpoenas for records. The City Clerk is responsible for the execution of the Electronic Document Imaging System including managing records in the database to provide the public greater access to all public documents.

## **HUMAN RESOURCES - 14100**

### *RECRUITMENT AND SELECTION – 50610*

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Human Resources Administration provides full range of traditional and core human resources services that include: recruitment and selection, classification and compensation systems, employee development and training, and labor/employee relations. These comprehensive services are provided in compliance and as mandated by Federal and State labor laws, Personnel Rules and Regulations, and current Memorandum of Understandings (MOU's).

### *EMPLOYEE BENEFITS ADMINISTRATION – 50630*

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Administers group health and welfare benefits and retirement plans for active employees and retirees. Evaluates and makes recommendations on ways to improve benefits, such as utilizing wellness programs, flexible spending accounts and long-term disability insurance; oversees required/optional industrial medical examinations; and the Employee Assistance Program (EAP). Serves as staff/advisor to Benefits Review Committee consisting of labor and management representatives who meet to review and discuss relevant issues related to employee benefits/programs and appropriate cost-effective spending of benefit dollars. Serves as a liaison to the Pension Oversight Committee to review annual and long-term pension and financial matters as it pertains to the City's CalPERS retirement pension obligation. Monitors and ensures compliance with Federal, State and City leave programs such as the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA), as well as Fair Employment & Housing Act (FEHA), and Americans with Disabilities Act (ADA).

### *POST EMPLOYMENT BENEFITS – 50650*

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Administration of the retiree medical program.

## CITY MANAGER'S OFFICE (CONTINUED)

### RISK MANAGEMENT - 14400

#### *RISK MANAGEMENT ADMINISTRATION – 50661*

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Procures and administers the City's comprehensive commercial insurance protection program. Includes property inspections and appraisals as part of a comprehensive real and personal property insurance program; evaluate levels of coverage for appropriate protection of assets.

#### *LIABILITY – 50662*

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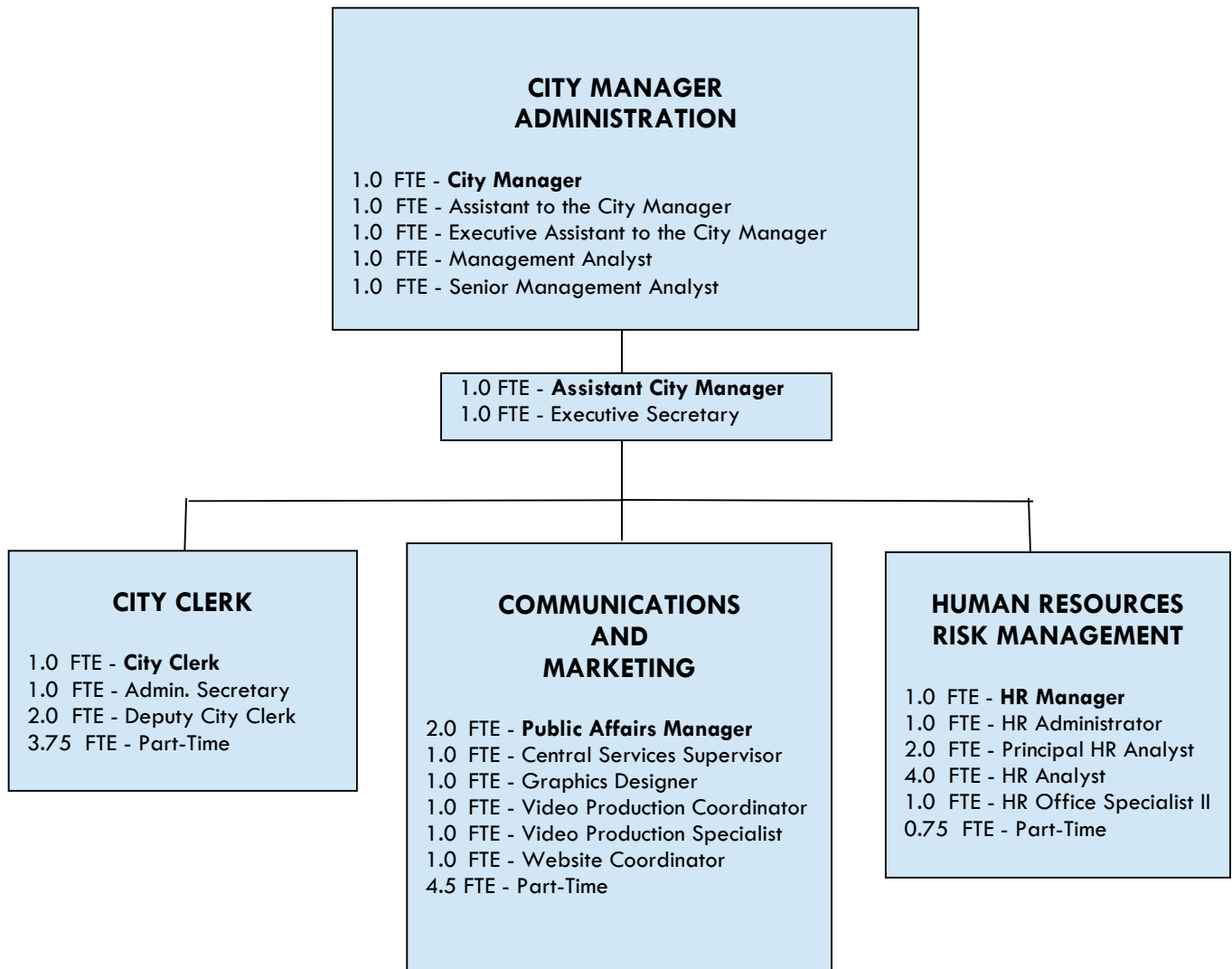
Evaluates and monitors the City's risk of loss, minimizing the financial impact of such risks to the lowest feasible level; and procures and administers the City's self-insured general liability and environmental insurance programs. Claims against the City are jointly handled with the City's third-party administrator or internally as appropriate; Includes loss control program that identifies areas of concerns and acts to mitigate future incidents. Serves as staff/advisors to the City's Safety Coordinating Committee consisting of joint labor-management representatives. Provides staff support to the City's Insurance Committee.

#### *WORKERS' COMPENSATION – 50663*

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Proactively administers safety and wellness programs for employees as well as the self-insured Workers' Compensation Program and the Occupational Injury/Illness Prevention Plan. Maintains oversight of the third-party workers' compensation claims administrator and consultants for workplace safety, ergonomics, and indoor air quality. Administers and coordinates work-related disability compliance and interactive process, physical and fitness-for-duty examinations and infection control program. Provides training to departments to assist in cost containment/appropriate use of this program.

## CITY MANAGER'S OFFICE (CONTINUED)



### FISCAL YEAR 2019-2020 ACCOMPLISHMENTS

- Assisted the City Council in guiding municipal operations, coordinated Council's activities and meeting requests and prepared documents and materials as requested.
- Improved public outreach efforts including bilingual translation.
- Ensured public notification of upcoming events, activities, programs, decisions and other City business, as well as network with other government agencies, community leaders, residents, business owners and regional representatives to meet department goals, and to better assist the department and the City.
- Coordinated and assisted with the completion of the A/V portion of the City Council Chambers/Community Room Upgrade.
- Planned, organized and coordinated various special events, including 52<sup>nd</sup> Annual Snoopy House and Winterfest, 2<sup>nd</sup> Annual Independence Day Celebration, Independence Day Employee Picnic, and Hispanic Heritage Month event.
- Communications and Marketing Division apprised residents of City information in a timely and easily accessible manner through various means: press releases, brochures and flyers, City's website, CMTV 3, social media channels, the Costa Mesa Minute, cityofcostamesanews.com and City Hall Snapshot.
- Communications and Marketing Division expanded the City's social media reach by using the following platforms: Facebook, Twitter, Instagram and Nextdoor.
- Communications and Marketing Division assisted in the promotion and execution of numerous special events, including the annual Snoopy House event, Hispanic Heritage Month at City Hall and various events in support of City Council.
- In partnership with the Police Department, HR Division maintained an ongoing recruitment process to proactively attract and hire Police Recruits, Police Academy Graduates, Police Officers and Police Reserve Officers.
- Provided assistance to the City's Chief Negotiator with the Costa Mesa City Employees Association and Costa Mesa Police Association regarding wages, hours, terms and conditions of employment, or meet and confer negotiations following the COIN Ordinance.
- Increased Safety Training for City Staff.
- Managed, coordinated and facilitated various employee recognition programs to include the monthly Meet & Greet and City Manager Award ceremony, and the annual Employee Service Award ceremony and program.
- Facilitated employment law and employee relations training including supervisory, performance management, and mandated harassment training for managers and supervisors through the Orange County Human Resources Consortium.
- Proactively managed the City's Department of Transportation (DOT) Drug and Alcohol Testing Policy and Program.
- Continued to administer the ongoing recommendations of the City's Workers' Compensation Organizational Report and diligently worked with the City's third party administrator, AdminSure, regarding Workers' Compensation claims.
- City Clerk Division facilitated the importing of 18,000 files into the Laserfiche Public Portal.
- City Clerk Division Processed 961 public records requests in compliance with the Public Records Act.
- City Clerk Division successfully conducted 40 City Council Meetings.
- Concierge Services served a total of 29,902 citizens: 19,651 in person inquiries and 10,251 telephone inquiries.



### FISCAL YEAR 2020-2021 GOALS







- Assist the City Council in guiding municipal operations, coordinate Council's activities and meeting requests, and prepare documents and materials as requested.
- Improve outreach efforts and transparency by providing bilingual translation.
- Ensure that policies and program objectives set by the City Council are executed effectively and efficiently.
- Respond to inquiries from the public in a highly responsive manner.
- Ensure the public is notified of upcoming events, activities, programs, decisions and other City business, as well as network with other government agencies, community leaders, residents, business owners and regional representatives to meet department goals, and to better assist the department and the City.
- Continue to provide highly responsive and cost effective printing, duplicating and postal services.
- Successfully conduct the 2020 General Municipal Election.
- Implement a citywide agenda management program.
- City Clerk's Division will maintain accurate records of official documents of the City; publish City legal notices as required by law.
- City Clerk's Division will prepare and distribute the agenda for City Council meetings to the public in compliance with the Brown Act.
- Facilitate organizational efficiency through employee development by assessing and revising the employee performance evaluation process, and creating comprehensive training and development programs to meet the City's organizational needs.
- Identify and evaluate risk and loss exposures to the City in order to efficiently and appropriately mitigate and finance those exposures. Minimize the risk of loss, financial or otherwise through the protection of City resources, which include employees, members of the public, and property; thus insuring compliance with State and Federal regulations/laws and reducing/minimizing long-term liabilities to the City. In conjunction, proactively implement procedures, guidelines and training to reduce and mitigate workers' compensation and general liability costs. Provide and maintain a full range of quality benefit programs at a reasonable cost.
- Process liability claims quickly and efficiently to mitigate losses to the City.
- Provide managers and supervisors with ongoing and proactive employee relations training, counseling and assistance necessary to limit the number of formal grievances and disciplinary actions.
- Facilitate ongoing legal and labor relations training, including harassment training for managers and supervisors through the Orange County Human Resources Consortium.
- Meet the needs of City departments for volunteer assistance by providing on-going coordination of a citywide volunteer program.
- Conduct Citywide training for all clerical support and analyst level staff to inform them of various Human Resources and Payroll procedures.
- Provide managers, supervisors and key contacts in departments with ongoing assistance and training for a more comprehensive understanding of the workers' compensation system/process.
- Provide information and assistance to supervisors and employees on benefits-related issues, including coordination during leaves of absence.

## CITY MANAGER'S OFFICE (CONTINUED)

### GOALS AND OBJECTIVES

The goals and objectives of the City Manager's Department listed above were developed in alignment with the City Council's priorities.



#	GOALS AND OBJECTIVES						
1	Respond to inquiries from the public in a highly responsive manner.	✓					✓
2	Ensure the public is notified of upcoming events, activities, programs, decisions and other City business to better assist the department and the City.	✓					✓
3	Maintain accurate records of official documents of the City; publish City legal notices as required by law.	✓					✓
4	Process liability claims quickly and efficiently.			✓			
5	Enhance recruitment efforts by maximizing outreach and streamlining testing and selection process.			✓			✓
6	Enhance community outreach by providing bilingual public information on City programs and services, and events.						✓
7	Ensure the highest level of customer service and the development of programs and processes, as set by the City Council.						✓

## CITY MANAGER'S OFFICE (CONTINUED)

### PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	FY 18-19 Actual	FY 19-20 Adopted	FY 20-21 Proposed
Completed City Council minutes by the following Council meeting	100%	90%	80%
Public record requests to the City Clerk responded to within prescribed time	100%	100%	100%
Employee turnover rate (non-retirements)	5%	6%	6%
Percentage of work-related injuries reported to third-party administrator within 24-hour notice of injury	100%	100%	100%
Percentage of claims filed that are closed without litigation	84%	80%	80%
Percentage of benefit change requests processed within five business days	95%	95%	95%
Percentage of complaints regarding homeless issues responded to within five days	100%	100%	100%
Number of Costa Mesa Minutes episodes produced	188	160	180
Number of followers reached through City social media	19,850	22,000	24,000
Number of recruitments processed	55	35	35
Number of public records requests processed	700	8000	961
Number of documents scanned into the Laserfiche system	250,000	200,000	35,000
Number of microfiche images converted to the Laserfiche system	2.5 million	2 million	1 million
Number of job applicants processed	6,628	6,750	6,750
Number of benefit enrollment changes/submissions processed outside of the open enrollment window	900	1,300	1,300
Number of outgoing mail metered in-house	107,404	125,000	125,000
Number of copies produced by Central Services	1,699,007	2,000,000	2,000,000

# CITY MANAGER'S OFFICE (CONTINUED)

## BUDGET NARRATIVE

The Fiscal Year 2020-21 budget for the City Manager's Office for all funds is \$12.4 million, a decrease of \$2.6 million, or 17.6 percent, compared to the adopted budget for Fiscal Year 2019-20. Significant changes include the transfer of the Post Benefits Employment program to the Non Departmental Budget. Other impacts include the added election costs. Contingency decreased by \$361,698, located in Non Departmental Budget.

Expense by Fund	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>CITY MANAGER'S OFFICE BY FUNDING SOURCE</b>				
General Fund - 101	\$ 9,039,176	\$ 9,738,974	\$ 9,693,957	\$ 7,480,589
Self-Insurance Fund - 602	3,251,294	10,890,500	5,303,647	4,871,689
<b>Total City Manager's Office</b>	<b>\$ 12,290,469</b>	<b>\$ 20,629,475</b>	<b>\$ 14,997,604</b>	<b>\$ 12,352,278</b>

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>CITY MANAGER'S OFFICE BY PROGRAM</b>				
<b>ADMINISTRATION - 11100</b>				

### City Manager Administration - 50001

Salaries and Benefits	\$ 1,356,405	\$ 1,412,087	\$ 1,505,100	\$ 1,719,666
Maintenance and Operations	1,089,683	872,103	1,049,991	990,102
Fixed Assets	1,480	7,785	-	-
<b>Subtotal City Manager Administration</b>	<b>\$ 2,447,568</b>	<b>\$ 2,291,976</b>	<b>\$ 2,555,091</b>	<b>\$ 2,709,768</b>

### Neighborhood Improv. Task Force - 50250<sup>(1)</sup>

Salaries and Benefits	\$ 150,363	\$ 273,833	\$ -	\$ -
Maintenance and Operations	149,203	582,029	-	-
Fixed Assets	1,212	6,550	-	-
<b>Subtotal Neighborhood Improv. Task Force</b>	<b>\$ 300,778</b>	<b>\$ 862,412</b>	<b>\$ -</b>	<b>\$ -</b>

### Communications and Marketing - 51050

Salaries and Benefits	\$ 1,349,183	\$ 1,423,394	\$ 1,320,200	\$ 1,345,392
Maintenance and Operations	154,548	171,523	169,900	169,686
Fixed Assets	11,192	13,181	10,900	10,900
<b>Subtotal Communications and Marketing</b>	<b>\$ 1,514,923</b>	<b>\$ 1,608,098</b>	<b>\$ 1,501,000</b>	<b>\$ 1,525,978</b>

## **CITY CLERK - 11200**

### Elections - 50120

Salaries and Benefits	\$ 113,360	\$ 97,367	\$ 69,280	\$ 69,842
Maintenance and Operations	3,239	70,202	25,200	265,200
Fixed Assets	-	-	-	-
<b>Subtotal Elections</b>	<b>\$ 116,600</b>	<b>\$ 167,569</b>	<b>\$ 94,480</b>	<b>\$ 335,042</b>

<sup>(1)</sup>Effective March 2019, Neighborhood Improvement Task Force was transferred to the Costa Mesa Housing Authority.

# CITY MANAGER'S OFFICE (CONTINUED)

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>CITY CLERK - 11200 (continued)</b>				
<u>City Council Meetings - 50410</u>				
Salaries and Benefits	\$ 219,626	\$ 379,605	\$ 450,055	\$ 399,201
Maintenance and Operations	37,883	37,058	37,427	35,580
Fixed Assets	304	221	-	-
<b>Subtotal City Council Meetings</b>	<b>\$ 257,813</b>	<b>\$ 416,884</b>	<b>\$ 487,482</b>	<b>\$ 434,781</b>
<u>Public Records - 50420</u>				
Salaries and Benefits	\$ 354,370	\$ 332,565	\$ 433,570	\$ 391,800
Maintenance and Operations	65,175	51,855	47,845	43,157
Fixed Assets	6,996	6,475	2,000	2,000
<b>Subtotal Public Records</b>	<b>\$ 426,541</b>	<b>\$ 390,895</b>	<b>\$ 483,415</b>	<b>\$ 436,957</b>
<b>HUMAN RESOURCES - 14100</b>				
<u>Recruitment and Selection - 50610</u>				
Salaries and Benefits	\$ 927,544	\$ 1,035,017	\$ 957,635	\$ 1,066,416
Maintenance and Operations	525,132	549,131	630,479	627,939
Fixed Assets	-	18,129	5,800	5,800
<b>Subtotal Recruitment and Selection</b>	<b>\$ 1,452,676</b>	<b>\$ 1,602,277</b>	<b>\$ 1,593,914</b>	<b>\$ 1,700,155</b>
<u>Employee Benefit Administration - 50630</u>				
Salaries and Benefits	\$ 65,308	\$ 21,854	\$ 80,000	\$ 80,000
Maintenance and Operations	12,937	9,397	9,200	9,200
Fixed Assets	-	-	-	-
<b>Subtotal Employee Benefit Administration</b>	<b>\$ 78,245</b>	<b>\$ 31,251</b>	<b>\$ 89,200</b>	<b>\$ 89,200</b>
<u>Post-Employment Benefits - 50650</u>				
Salaries and Benefits	\$ 1,998,771	\$ 1,974,811	\$ 2,611,000	\$ -
Maintenance and Operations	900	825	1,000	-
Fixed Assets	-	-	-	-
<b>Subtotal Post Employment Benefits</b>	<b>\$ 1,999,671</b>	<b>\$ 1,975,636</b>	<b>\$ 2,612,000</b>	<b>\$ -</b>
<b>RISK MANAGEMENT - 14400</b>				
<u>Risk Management Administration - 50661</u>				
Salaries and Benefits	\$ 495,465	\$ 399,606	\$ 304,075	\$ 275,409
Maintenance and Operations	14,235	14,224	53,300	53,300
Fixed Assets	(30)	-	-	-
<b>Subtotal Risk Management Administration</b>	<b>\$ 509,670</b>	<b>\$ 413,831</b>	<b>\$ 357,375</b>	<b>\$ 328,709</b>
<u>Liability - 50662</u>				
Salaries and Benefits	\$ -	\$ -	\$ 114,195	\$ 129,182
Maintenance and Operations	602,058	9,025,406	2,131,743	1,935,915
Fixed Assets	-	-	-	-
<b>Subtotal Liability</b>	<b>\$ 602,058</b>	<b>\$ 9,025,406</b>	<b>\$ 2,245,938</b>	<b>\$ 2,065,097</b>

## CITY MANAGER'S OFFICE (CONTINUED)

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>RISK MANAGEMENT - 14400 (continued)</b>				
<u><b>Workers' Compensation - 50663</b></u>				
Salaries and Benefits	\$ 2,308,009	\$ 1,589,773	\$ 2,617,709	\$ 2,454,282
Maintenance and Operations	275,919	253,468	360,000	272,310
Fixed Assets	-	-	-	-
<b>Subtotal Workers' Compensation</b>	<b>\$ 2,583,928</b>	<b>\$ 1,843,241</b>	<b>\$ 2,977,709</b>	<b>\$ 2,726,592</b>
<b>TOTAL CITY MANAGER'S OFFICE</b>				
Salaries and Benefits	\$ 9,338,403	\$ 8,939,911	\$ 10,462,819	\$ 7,931,189
Maintenance and Operations	2,930,912	11,637,221	4,516,085	4,402,389
Fixed Assets	21,155	52,342	18,700	18,700
<b>Total City Manager's Office</b>	<b>\$ 12,290,469</b>	<b>\$ 20,629,475</b>	<b>\$ 14,997,604</b>	<b>\$ 12,352,278</b>

# CITY MANAGER'S OFFICE (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Actuals	Actuals	Adopted Budget	Proposed Budget
<b>CITY MANAGER'S OFFICE BY ACCOUNT</b>					
<b>Salaries and Benefits</b>					
Regular Salaries - Non Sworn	501200	\$ 2,386,378	\$ 2,680,327	\$ 2,728,900	\$ 2,923,940
Regular Salaries - Part time	501300	556,825	612,663	553,800	447,924
Overtime	501400	54,681	68,370	41,100	41,100
Accrual Payoff - Excess Maximum	501500	6,509	6,316	5,000	5,000
Vacation/Comp. Time Cash Out	501600	103,619	47,138	38,300	38,300
Holiday Allowance	501700	9,956	5,161	11,700	11,700
Separation Pay-Off	501800	26,430	38,373	8,100	8,100
Other Compensation	501900	13,428	22,890	24,500	30,224
Cafeteria Plan	505100	401,650	433,722	505,700	553,327
Medicare	505200	49,737	54,090	48,500	49,330
Retirement	505300	1,215,261	1,258,881	1,451,100	1,465,101
Executive Professional Development	505500	99,881	82,423	15,205	15,395
Auto Allowance	505600	14,739	10,820	14,700	14,700
Unemployment	505800	110,012	66,558	80,000	80,000
Workers' Compensation	505900	2,421,418	1,705,590	2,476,214	2,247,049
Employer Contr.Retirees' Med.	506100	1,867,879	1,846,589	2,460,000	-
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 9,338,403</b>	<b>\$ 8,939,911</b>	<b>\$ 10,462,819</b>	<b>\$ 7,931,189</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 46,954	\$ 46,334	\$ 24,300	\$ 24,300
Multi-Media, Promotions and Subs	510200	177,347	132,846	148,300	148,300
Small Tools and Equipment	510300	13,188	20,889	9,800	9,800
Uniform & Clothing	510400	2,047	2,463	800	800
Safety and Health	510500	8,399	3,826	2,200	2,200
Postage	520100	10,065	10,227	-	-
Legal Advertising/Filing Fees	520200	21,493	17,313	20,000	20,000
Advertising and Public Info.	520300	10,129	8,106	14,300	14,300
Telephone/Radio/Communications	520400	8,116	9,297	5,900	5,900
Meetings & Conferences	520500	10,588	9,809	7,380	7,380
Mileage Reimbursement	520600	1,764	1,284	500	500
Professional Development	520900	-	-	88,900	88,900
Office Furniture	525600	-	-	1,500	1,500
Office Equipment	525700	28	303	2,400	2,400
Other Equipment	525800	2,725	3,559	2,500	2,500
Employment	530100	23,127	26,256	26,000	26,000
Consulting	530200	504,655	724,513	647,343	773,350



# CITY MANAGER'S OFFICE (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>CITY MANAGER'S OFFICE BY ACCOUNT</b>					
<b>Maintenance and Operations (continued)</b>					
Legal	530300	284,414	374,299	295,600	295,600
Medical and Health Inspection	530600	61,850	63,957	61,400	61,400
Public Safety	530700	90,994	80,006	123,600	123,600
External Rent	535400	59,977	343,838	59,300	59,300
Grants, Loans and Subsidies	535500	331,500	11,231	20,000	20,000
Central Services	535800	32,111	23,863	27,229	13,429
Internal Rent - Postage	535900	-	-	10,789	7,138
Internal Rent - Maintenance	536100	5,988	7,431	600	600
Internal Rent - Repl.Cost	536200	6,056	6,766	3,900	3,900
Internal Rent - IT Replacement	536300	27,383	27,383	-	-
Internal Rent - Fuel	536400	-	-	1,000	1,000
Internal Rent - General Liability	536500	-	-	774,815	717,330
Internal Rent - Workers' Comp	536600	-	-	13,288	19,301
Internal Rent - Unemployment	536700	-	-	6,441	6,186
General Liability	540100	2,686,565	5,639,052	1,796,400	1,625,875
Special Liability	540200	-	-	9,400	9,400
Buildings & Personal Property	540500	-	-	225,200	225,200
Taxes & Assessments	540700	85,650	57,675	85,000	85,000
Contingency	540800	(1,613,796)	3,943,056	-	-
Assistance	545300	31,598	41,634	-	-
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 2,930,912</b>	<b>\$ 11,637,221</b>	<b>\$ 4,516,085</b>	<b>\$ 4,402,389</b>
<b>Fixed Assets</b>					
Office Furniture	590600	\$ -	\$ 7,584	\$ -	\$ -
Office Equipment	590700	-	5,976	-	-
Other Equipment	590800	21,155	38,782	18,700	18,700
<b>Subtotal Fixed Assets</b>		<b>\$ 21,155</b>	<b>\$ 52,342</b>	<b>\$ 18,700</b>	<b>\$ 18,700</b>
<b>Total City Manager's Office</b>		<b>\$ 12,290,469</b>	<b>\$ 20,629,475</b>	<b>\$ 14,997,604</b>	<b>\$ 12,352,278</b>

# CITY MANAGER (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>CITY MANAGER BY ACCOUNT: GENERAL FUND ONLY</b>					
<b>Salaries and Benefits</b>					
Regular Salaries - Non Sworn	501200	\$ 2,386,378	\$ 2,680,327	\$ 2,568,800	\$ 2,719,356
Regular Salaries - Part time	501300	556,825	612,663	553,800	447,924
Overtime	501400	54,681	68,370	41,100	41,100
Accrual Payoff - Excess Maximum	501500	6,509	6,316	5,000	5,000
Vacation/Comp. Time Cash Out	501600	103,619	47,138	38,300	38,300
Holiday Allowance	501700	9,956	5,161	11,700	11,700
Separation Pay-Off	501800	26,430	38,373	8,100	8,100
Other Compensation	501900	13,428	22,890	20,400	26,172
Cafeteria Plan	505100	401,650	433,722	481,200	520,341
Medicare	505200	49,737	54,090	46,000	46,305
Retirement	505300	1,215,261	1,258,881	1,386,800	1,373,712
Executive Professional Development	505500	99,881	82,423	15,015	15,015
Auto Allowance	505600	14,739	10,820	14,700	14,700
Unemployment	505800	44,704	44,704	-	-
Workers' Compensation	505900	113,409	115,817	-	-
Employer Contr.Retirees' Med.	506100	1,867,879	1,846,589	2,460,000	-
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 6,965,086</b>	<b>\$ 7,328,285</b>	<b>\$ 7,650,915</b>	<b>\$ 5,267,725</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 46,954	\$ 46,334	\$ 24,300	\$ 24,300
Multi-Media, Promotions and Subs	510200	177,347	132,846	148,300	148,300
Small Tools and Equipment	510300	13,188	20,889	9,800	9,800
Uniform & Clothing	510400	2,047	2,463	800	800
Safety and Health	510500	8,399	3,826	2,200	2,200
Postage	520100	10,065	10,227	-	-
Legal Advertising/Filing Fees	520200	21,493	17,313	20,000	20,000
Advertising and Public Info.	520300	10,129	8,106	14,300	14,300
Telephone/Radio/Communications	520400	8,116	9,297	5,900	5,900
Meetings & Conferences	520500	10,588	9,809	7,380	7,380
Mileage Reimbursement	520600	1,764	1,284	500	500
Professional Development	520900	-	-	88,900	88,900
Office Furniture	525600	-	-	1,500	1,500
Office Equipment	525700	28	303	2,400	2,400
Other Equipment	525800	2,725	3,559	2,500	2,500
Employment	530100	23,127	26,256	26,000	26,000
Consulting	530200	266,878	468,279	271,600	510,600

# CITY MANAGER (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>CITY MANAGER BY ACCOUNT: GENERAL FUND ONLY</b>					
<b>Maintenance and Operations (continued)</b>					
Legal	530300	284,414	374,299	295,600	295,600
Medical and Health Inspection	530600	61,850	63,957	61,400	61,400
Public Safety	530700	90,994	80,006	123,600	123,600
Sanitation	530900	-	-	-	-
External Rent	535400	59,977	343,838	59,300	59,300
Grants, Loans and Subsidies	535500	331,500	11,231	20,000	20,000
Central Services	535800	32,111	23,863	27,229	13,429
Internal Rent - Postage	535900	-	-	10,789	7,138
Internal Rent - Maintenance	536100	5,988	7,431	600	600
Internal Rent - Repl.Cost	536200	6,056	6,766	3,900	3,900
Internal Rent - IT Replacement	536300	27,383	27,383	-	-
Internal Rent - Fuel	536400	-	-	1,000	1,000
Internal Rent - General Liability	536500	-	-	774,815	717,330
Internal Rent - Workers' Comp	536600	-	-	13,288	19,301
Internal Rent - Unemployment	536700	-	-	6,441	6,186
General Liability	540100	518,219	617,143	-	-
Assistance	545300	31,598	41,634	-	-
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 2,052,935</b>	<b>\$ 2,358,348</b>	<b>\$ 2,024,342</b>	<b>\$ 2,194,164</b>
<b>Fixed Assets</b>					
Office Furniture	590600	\$ -	\$ 7,584	\$ -	\$ -
Office Equipment	590700	-	5,976	-	-
Other Equipment	590800	21,155	38,782	18,700	18,700
<b>Subtotal Fixed Assets</b>		<b>\$ 21,155</b>	<b>\$ 52,342</b>	<b>\$ 18,700</b>	<b>\$ 18,700</b>
<b>Total City Manager's Office</b>		<b>\$ 9,039,176</b>	<b>\$ 9,738,974</b>	<b>\$ 9,693,957</b>	<b>\$ 7,480,589</b>





## CITY ATTORNEY'S OFFICE

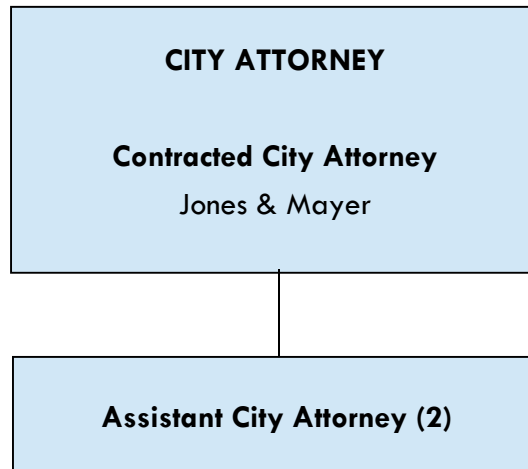
The City Attorney's Office is classified as a General Government Support function. The City Attorney is a contracted service with the legal firm of Jones & Mayer.

### CITY ATTORNEY - 12100

#### LEGAL SERVICES – 50320

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Provides legal counsel and advice during official meetings and study sessions of the City Council and Planning Commission; serves as a legal advisor to City staff; prepares and reviews City ordinances, resolutions, contracts and legal documents; represents the City in civil and criminal litigation; oversees the work of outside private counsel when hired to assist in litigation; and coordinates/reviews claims filed against or for the City with Risk Management. Legal costs associated with litigation are included in the Non-Departmental budget rather than the City Attorney's Office budget.







## CITY ATTORNEY'S OFFICE (CONTINUED)

### BUDGET NARRATIVE

The Fiscal Year 2020-21 budget for the City Attorney's Office is \$950,000, a decrease of \$50,000, or 5.0%, compared to the adopted budget for Fiscal Year 2019-20. The decrease was primarily attributed to the reduction in the anticipated costs related to day-to-day legal matters. A five percent reduction is to help achieve the city-wide savings target.

Expense by Fund	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>CITY ATTORNEY'S OFFICE BY FUNDING SOURCE</b>				
General Fund - 101	\$ 1,261,322	\$ 1,170,015	\$ 1,000,000	\$ 950,000
<b>Total City Attorney's Office</b>	<b>\$ 1,261,322</b>	<b>\$ 1,170,015</b>	<b>\$ 1,000,000</b>	<b>\$ 950,000</b>

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>CITY ATTORNEY'S OFFICE BY PROGRAM</b>				
<b>ADMINISTRATION - 12100</b>				
<u>General Legal Services - 50320</u>				
Maintenance and Operations	\$ 1,261,322	\$ 1,170,015	\$ 1,000,000	\$ 950,000
<b>Subtotal General Legal Services</b>	<b>\$ 1,261,322</b>	<b>\$ 1,170,015</b>	<b>\$ 1,000,000</b>	<b>\$ 950,000</b>
<b>TOTAL CITY ATTORNEY'S OFFICE</b>				
Maintenance and Operations	\$ 1,261,322	\$ 1,170,015	\$ 1,000,000	\$ 950,000
<b>Total City Attorney's Office</b>	<b>\$ 1,261,322</b>	<b>\$ 1,170,015</b>	<b>\$ 1,000,000</b>	<b>\$ 950,000</b>

## CITY ATTORNEY'S OFFICE (CONTINUED)

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>CITY ATTORNEY'S OFFICE BY ACCOUNT</b>					
<b>Maintenance and Operations</b>					
Consulting	530200	\$ 1,102,613	\$ 1,159,110	\$ -	\$ -
Legal	530300	158,709	10,905	1,000,000	950,000
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 1,261,322</b>	<b>\$ 1,170,015</b>	<b>\$ 1,000,000</b>	<b>\$ 950,000</b>
<b>Total City Attorney's Office</b>		<b>\$ 1,261,322</b>	<b>\$ 1,170,015</b>	<b>\$ 1,000,000</b>	<b>\$ 950,000</b>



## FINANCE DEPARTMENT

The Finance Department is a General Government Support function. The Department has 22 full-time staff members composed of three management, three supervisors, 15 professional staff, and one clerical position. The department is comprised of two divisions as follows:

- *Finance Administration*
- *Financial Operations*

### FINANCE ADMINISTRATION - 13100

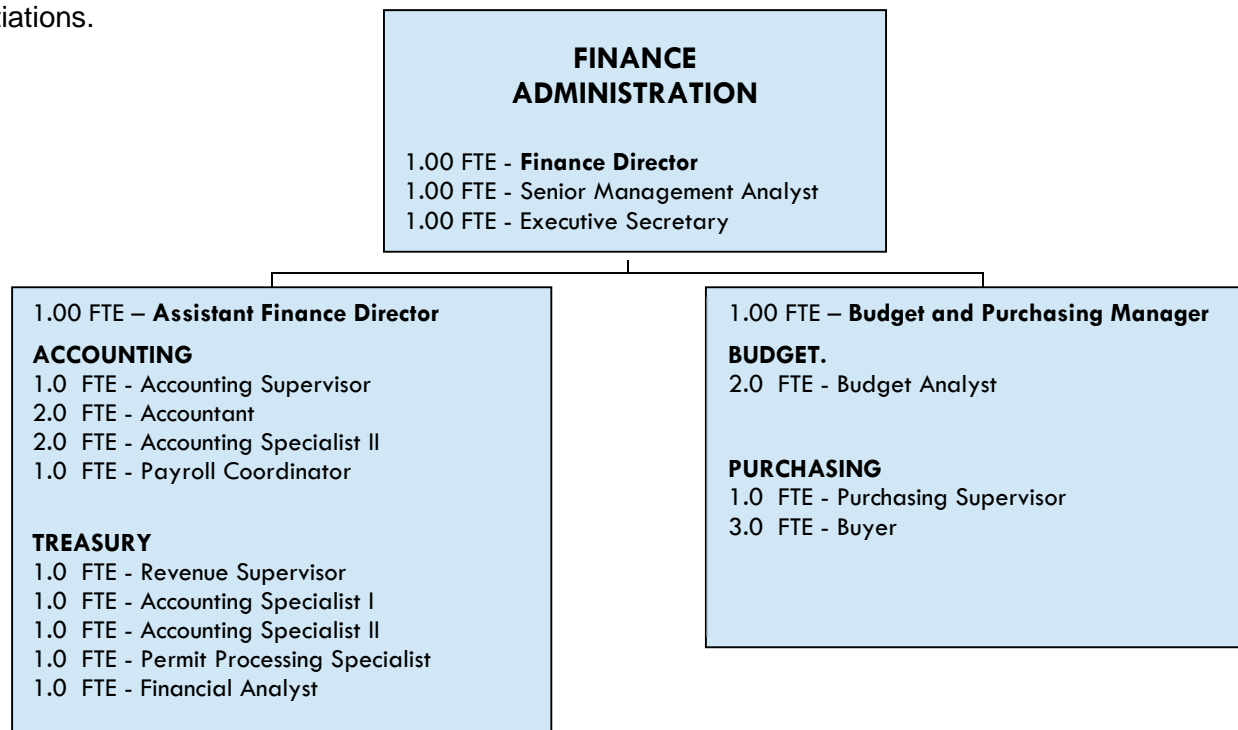
#### ADMINISTRATION – 50001

Provides the Department's overall administrative direction and policy implementation; advises the City Manager, City Council, Finance and Pension Advisory Committee, and the Deferred Compensation Committee; and provides the overall coordination of the Department, including budgeting, accounting, purchasing, and treasury functions.

### FINANCIAL OPERATIONS - 13200

#### FINANCIAL SERVICES – 50500

Provides financial, accounting, treasury, procurement and budgetary services for all departments of the City. The Division is responsible for government-wide financial analysis, fund financial analysis, cash management, investments, capital assets, debt administration, and financial reporting. The Division is also responsible for monitoring the City's investment portfolio; procures services, supplies, and equipment for City departments; prepares and administers the City's annual budget; provides accounting and budgeting for the Successor Agency, the Housing Authority, and the Costa Mesa Foundation; maintains effective internal control policies and procedures to safeguard the City's assets and manage its resources; and conducts fiscal analysis during labor negotiations.



**FISCAL YEAR 2019-2020 ACCOMPLISHMENTS**

- Prepared the June 30, 2019 CAFR, Single Audit Report, Costa Mesa Public Financing Authority Financial Statements, Costa Mesa Financing Authority Financial Statements, Costa Mesa Housing Authority Financial Statements, Housing Successor Annual Report, and the Development Impact Fees Annual Report.
- Continued to receive the budgeting and financial reporting awards from GFOA and CSMFO.
- Prepared COIN fiscal analyses for Fire Association (CMFA), City Employees Association (CMCEA), Police (CMPA) and Police Management (CMPMA) Associations.
- Conducted a comprehensive citywide fee study and cost allocation plan.
- Procured for and initiated implementation of procurement management system to provide electronic vendor and bid management, contract management, and insurance certificate tracking services to improve the City's transparency and competitiveness while also ensuring efficiencies both externally and internally.
- Provided financial support and analysis to Finance and Pension Advisory Committee on tax rates.
- Completed analysis and recommended temporary reduction of Marijuana business tax in addition to establishing internal monitoring of revenue to continue evaluating the effectiveness of such reduction.
- Streamlined existing processes and procedures in anticipation of an ERP solution.
- Continued updating the City's purchasing policies.
- Coordinated with legislative staff to identify external restricted revenue sources.
- Initiated departmental digital record keeping and evaluate paperless processes and procedures.
- Initiated financial policies manual.
- Presented quarterly budget analysis and pacing to the City Council.
- Developed funding plan for Information Technology Strategic Plan (ITSP).
- Secured outside collection agency services to improve collection of outstanding receivables.
- Implemented litigation and legal expenditure tracking and published monthly report to community.
- Initiated Golf Course Agreed-upon Procedures (AUP).
- Managed fiscal impacts in connection with COVID and related cost recovery efforts.

**FISCAL YEAR 2020-2021 GOALS**

- As an internal General Government Support department, improve customer service to internal departments and increase interdepartmental collaboration.
- Continue improving the City's financial transparency by publishing monthly financial data on the City website and regular communication to the City Council and community.
- Initiate audits of Marijuana business tax.
- Account for the City's fiscal activities in an accurate and timely manner within Generally Accepted Accounting Principles (GAAP) and other legal requirements.
- Safeguard the City's assets and invest available cash in accordance with the City's adopted investment policy.







## FINANCE DEPARTMENT (CONTINUED)

- Initiate Request for Proposals (RFP) for Enterprise Resource Planning (ERP) system.
- Continue updating financial policies manual.
- Continue to manage fiscal impacts in connection with COVID and related cost recovery efforts.

### GOALS AND OBJECTIVES

The goals and objectives of the Finance Department were developed in alignment with the City Council's priorities.



#	GOALS AND OBJECTIVES						
1	Identify an ERP solution to improve efficiencies and ensure reliability of data.			✓			✓
2	Perform an evaluation of the Self-Insurance Fund and develop funding plan.			✓			
3	Identify options for reducing the net pension liability and net OPEB liability.			✓			
4	Perform an evaluation of the Equipment Replacement and IT Replacement Internal Service Funds.			✓			

## FINANCE DEPARTMENT (CONTINUED)

### PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Adopted</b>	<b>FY 20-21 Proposed</b>
Number of Accounts payable checks issued	8,857	10,000	10,000
Number of Accounts Receivable Invoices	2,663	3,000	3,000
Number of audit adjustments (Auditor Recommended)	0	1	0
Number of budget adjustments processed	168	15	50
Number of budget transfers	358	150	200
Number of business license past due and delinquent notices mailed	4,386	4,000	4,000
Number of business licenses issued	9,567	13,000	13,000
Number of cash register transactions processed	14,023	14,000	14,000
Number of contracts issued	150	350	350
Number of form 1099's issued	183		
Number of form W-2's issued	823		
Number of journal entries prepared	807	500	800
Number of payroll issued	17,475	15,750	18,000
Number of purchase orders issued	709	1,500	1,500
Number of Transient Audit Tax (TOT) audits	0	6	0
Years received GFOA Distinguished Budget Award	18	18	20
Years received the GFOA CAFR Award	39	39	41



# FINANCE DEPARTMENT (CONTINUED)

## BUDGET NARRATIVE

The Fiscal Year 2020-21 budget for the Finance Department is \$4.5 million, an increase of \$115,738, or 2.6 percent, compared to the adopted budget for Fiscal Year 2019-20. The increase was primarily attributed to the Budget and Purchasing Manager position, approved and added during FY 2019-20. The increase is slightly offset by fiscal studies performed by outside consultants of \$90,000, and a vacancy attrition of \$127,982.

Expense by Fund	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>FINANCE DEPARTMENT BY FUNDING SOURCE</b>				
General Fund - 101	\$ 2,811,902	\$ 3,310,638	\$ 4,369,638	\$ 4,485,376
Equipment Replacement Fund - 601	8,694	6,710	-	-
<b>Total Finance Department</b>	<b>\$ 2,820,596</b>	<b>\$ 3,317,348</b>	<b>\$ 4,369,638</b>	<b>\$ 4,485,376</b>

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>FINANCE DEPARTMENT BY PROGRAM</b>				
<b>ADMINISTRATION - 13100</b>				
<b>Finance Administration - 50001</b>				
Salaries and Benefits	\$ 418,108	\$ 440,541	\$ 824,000	\$ 963,666
Maintenance and Operations	144,248	107,568	377,204	283,461
Fixed Assets	-	9,712	7,900	7,900
<b>Subtotal Finance Administration</b>	<b>\$ 562,355</b>	<b>\$ 557,821</b>	<b>\$ 1,209,104</b>	<b>\$ 1,255,027</b>

## FINANCIAL OPERATIONS - 13200

### Financial Services - 50500<sup>(1)(2)</sup>

Salaries and Benefits	\$ 2,065,372	\$ 2,269,393	\$ 2,284,165	\$ 2,353,980
Maintenance and Operations	190,657	480,684	846,969	846,969
Fixed Assets	2,212	9,451	29,400	29,400
<b>Subtotal Financial Services</b>	<b>\$ 2,258,241</b>	<b>\$ 2,759,527</b>	<b>\$ 3,160,534</b>	<b>\$ 3,230,349</b>

### Accounting - 50510

Salaries & Benefits	\$ 699,316	\$ 847,545	\$ -	\$ -
Maintenance & Operations	85,672	135,777	-	-
Fixed Assets	-	7,332	-	-
<b>Subtotal Accounting</b>	<b>\$ 784,988</b>	<b>\$ 990,655</b>	<b>\$ -</b>	<b>\$ -</b>

### Treasury - 50540

Salaries & Benefits	\$ 655,809	\$ 711,327	\$ -	\$ -
Maintenance & Operations	83,858	275,921	-	-
Fixed Assets	2,212	1,956	-	-
<b>Subtotal Treasury</b>	<b>\$ 741,880</b>	<b>\$ 989,204</b>	<b>\$ -</b>	<b>\$ -</b>

## FINANCE DEPARTMENT (CONTINUED)

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>FINANCIAL PLANNING - 13300</b>				
<b><u>Budget &amp; Research - 50520*</u></b>				
Salaries & Benefits	\$ 215,480	\$ 247,746	\$ -	\$ -
Maintenance & Operations	12,564	13,575	-	-
Fixed Assets	-	100	-	-
<b><i>Subtotal Budget &amp; Research</i></b>	<b>\$ 228,045</b>	<b>\$ 261,420</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Purchasing - 50530*</u></b>				
Salaries & Benefits	\$ 494,766	\$ 462,774	\$ -	\$ -
Maintenance & Operations	8,563	55,411	-	-
Fixed Assets	-	62	-	-
<b><i>Subtotal Purchasing</i></b>	<b>\$ 503,328</b>	<b>\$ 518,248</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FINANCE DEPARTMENT</b>				
Salaries and Benefits	\$ 2,483,479	\$ 2,709,934	\$ 3,108,165	\$ 3,317,646
Maintenance and Operations	334,904	588,252	1,224,173	1,130,430
Fixed Assets	2,212	19,162	37,300	37,300
<b>Total Finance Department</b>	<b>\$ 2,820,596</b>	<b>\$ 3,317,348</b>	<b>\$ 4,369,638</b>	<b>\$ 4,485,376</b>

<sup>(1)</sup>As of Fiscal Year 2019-20, Financial Services consists of Accounting, Treasury, Budget and Purchasing.

<sup>(2)</sup>As of Fiscal Year 2019-20, Warehouse operations were transferred from the Finance Department to the Public Services Department.

# FINANCE DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Actuals	Actuals	Adopted Budget	Proposed Budget
<b>FINANCE DEPARTMENT BY ACCOUNT</b>					
<b>Salaries and Benefits</b>					
Regular Salaries - Non Sworn	501200	\$ 1,171,065	\$ 1,389,812	\$ 1,879,466	\$ 2,041,199
Regular Salaries - Part time	501300	384,432	250,841	-	-
Overtime	501400	32,818	47,369	26,500	26,500
Accrual Payoff - Excess Maximum	501500	-	-	3,200	3,200
Vacation/Comp. Time Cash Out	501600	13,515	12,771	20,600	20,600
Holiday Allowance	501700	4,285	4,884	5,000	5,000
Separation Pay-Off	501800	4,016	4,510	9,079	9,079
Other Compensation	501900	9,377	10,877	11,100	13,273
TBD: Attrition	502100	-	-	-	(127,982)
Cafeteria Plan	505100	222,483	260,005	364,100	391,941
Medicare	505200	26,788	26,996	27,537	29,790
Retirement	505300	538,730	606,412	749,883	893,346
Executive Professional Development	505500	7,998	12,640	4,800	4,800
Auto Allowance	505600	1,725	6,919	6,900	6,900
Unemployment	505800	1,443	1,443	-	-
Workers' Compensation	505900	64,805	74,454	-	-
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 2,483,479</b>	<b>\$ 2,709,934</b>	<b>\$ 3,108,165</b>	<b>\$ 3,317,646</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 14,937	\$ 16,177	\$ 14,300	\$ 14,300
Multi-Media, Promotions and Subs	510200	653	1,411	1,300	1,300
Small Tools and Equipment	510300	-	497	-	-
Uniform & Clothing	510400	464	330	-	-
Safety and Health	510500	388	395	400	400
Maintenance & Construction	510600	194	(5,494)	500	-
Postage	520100	22,774	22,806	-	-
Legal Advertising/Filing Fees	520200	5,643	970	6,000	6,000
Telephone/Radio/Communications	520400	25	312	400	400
Meetings & Conferences	520500	281	770	-	-
Mileage Reimbursement	520600	328	146	200	200
Professional Development	520900	-	-	16,658	16,658
Buildings and Structures	525100	1,768	4,983	-	-
Office Equipment	525700	1,172	4,596	3,700	3,700
Employment	530100	42,780	68,845	-	-
Consulting	530200	4,784	25,400	277,500	187,500
Legal	530300	-	16,102	10,000	10,000
Financial & Information Svcs	530500	168,010	378,151	788,749	788,749

## FINANCE DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>FINANCE DEPARTMENT BY ACCOUNT</b>					
<b>Maintenance and Operations (Continued)</b>					
Sanitation	530900	-	140	800	800
Central Services	535800	20,706	14,626	20,000	20,000
Internal Rent - Postage	535900	-	-	21,480	20,464
Internal Rent - Maintenance	536100	827	3,370	-	-
Internal Rent - Repl.Cost	536200	4,164	4,164	-	-
Internal Rent - IT Replacement	536300	10,323	10,323	-	-
Internal Rent - General Liability	536500	-	-	28,073	25,990
Internal Rent - Workers' Comp	536600	-	-	31,191	31,191
Internal Rent - Unemployment	536700	-	-	2,922	2,778
General Liability	540100	34,548	19,087	-	-
Other Costs	540900	138	146	-	-
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 334,904</b>	<b>\$ 588,252</b>	<b>\$ 1,224,173</b>	<b>\$ 1,130,430</b>
<b>Fixed Assets</b>					
Office Furniture	590600	\$ -	\$ 10,752	\$ 2,900	\$ 2,900
Other Equipment	590800	2,212	8,410	34,400	34,400
<b>Subtotal Fixed Assets</b>		<b>\$ 2,212</b>	<b>\$ 19,162</b>	<b>\$ 37,300</b>	<b>\$ 37,300</b>
<b>Total Finance Department</b>		<b>\$ 2,820,596</b>	<b>\$ 3,317,348</b>	<b>\$ 4,369,638</b>	<b>\$ 4,485,376</b>

# FINANCE DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>FINANCE DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY</b>					
<b>Salaries and Benefits</b>					
Regular Salaries - Non Sworn	501200	\$ 1,171,065	\$ 1,389,812	\$ 1,879,466	\$ 2,041,199
Regular Salaries - Part time	501300	384,432	250,841	-	-
Overtime	501400	32,818	47,369	26,500	26,500
Accrual Payoff - Excess Maximum	501500	-	-	3,200	3,200
Vacation/Comp. Time Cash Out	501600	13,515	12,771	20,600	20,600
Holiday Allowance	501700	4,285	4,884	5,000	5,000
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Other Compensation	501900	9,377	10,877	11,100	13,273
TBD: Attrition	502100	-	-	-	(127,982)
Cafeteria Plan	505100	222,483	260,005	364,100	391,941
Medicare	505200	26,788	26,996	27,537	29,790
Retirement	505300	538,730	606,412	749,883	893,346
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Unemployment	505800	1,443	1,443	-	-
Workers' Compensation	505900	64,805	74,454	-	-
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 2,483,479</b>	<b>\$ 2,709,934</b>	<b>\$ 3,108,165</b>	<b>\$ 3,317,646</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 14,937	\$ 16,177	\$ 14,300	\$ 14,300
Multi-Media, Promotions and Subs	510200	653	1,411	1,300	1,300
Small Tools and Equipment	510300	-	497	-	-
Uniform & Clothing	510400	464	330	-	-
Safety and Health	510500	388	395	400	400
Maintenance & Construction	510600	(8,500)	(12,204)	500	-
Postage	520100	22,774	22,806	-	-
Legal Advertising/Filing Fees	520200	5,643	970	6,000	6,000
Telephone/Radio/Communications	520400	25	312	400	400
Meetings & Conferences	520500	281	770	-	-
Mileage Reimbursement	520600	328	146	200	200
Professional Development	520900	-	-	16,658	16,658
Buildings and Structures	525100	1,768	4,983	-	-
Office Equipment	525700	1,172	4,596	3,700	3,700
Employment	530100	42,780	68,845	-	-
Consulting	530200	4,784	25,400	277,500	187,500
Legal	530300	-	16,102	10,000	10,000
Financial & Information Svcs	530500	168,010	378,151	788,749	788,749

## FINANCE DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>FINANCE DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY</b>					
<b>Maintenance and Operations (Continued)</b>					
Sanitation	530900	-	140	800	800
Internal Rent - Central Services	535800	20,706	14,626	20,000	20,000
Internal Rent - Postage	535900	-	-	21,480	20,464
Internal Rent - Maintenance	536100	827	3,370	-	-
Internal Rent - Repl.Cost	536200	4,164	4,164	-	-
Internal Rent - IT Replacement	536300	10,323	10,323	-	-
Internal Rent - General Liability	536500	-	-	28,073	25,990
Internal Rent - Workers' Comp	536600	-	-	31,191	31,191
Internal Rent - Unemployment	536700	-	-	2,922	2,778
General Liability	540100	34,548	19,087	-	-
Other Costs	540900	138	146	-	-
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 326,211</b>	<b>\$ 581,542</b>	<b>\$ 1,224,173</b>	<b>\$ 1,130,430</b>
<b>Fixed Assets</b>					
Office Furniture	590600	\$ -	\$ 10,752	\$ 2,900	\$ 2,900
Other Equipment	590800	2,212	8,410	34,400	34,400
<b>Subtotal Fixed Assets</b>		<b>\$ 2,212</b>	<b>\$ 19,162</b>	<b>\$ 37,300</b>	<b>\$ 37,300</b>
<b>Total Finance Department</b>		<b>\$ 2,811,902</b>	<b>\$ 3,310,638</b>	<b>\$ 4,369,638</b>	<b>\$ 4,485,376</b>



PARKS & COMMUNITY SERVICES DEPARTMENT

FY | 2020-2021



## PARKS AND COMMUNITY SERVICES DEPARTMENT

The Parks and Community Services Department provides the citizens of Costa Mesa with a diverse variety of high-quality recreation facilities, programs, and services. The Department operates two community centers, the Downtown Aquatic and Recreation Centers, and the Costa Mesa Senior Center; allocates and monitors athletic field use, and provides a large offering of youth, teen, and adult recreation programs and classes. The Department manages the operating agreements for the Costa Mesa Golf and Country Club, the Costa Mesa Tennis Center, the Balearic Community Center, Childs-Pace, Historical Society building, Orange County Model Engineers, Major League Softball and oversees City contracted animal shelter and adoption locations. The Department also oversees public usage of park facilities and the land management at Fairview Park.

The department is budgeted for 19 full-time and 76.67 (FTEs) part-time staff members.

### PARKS AND COMMUNITY SERVICES - 14300

#### *FAIRVIEW PARK – 20115*

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Fairview Park is the City's largest park, hosting 195 acres of open space natural area and 13 acres of manicured landscape for a total of 208 acres. Within the 195 acres of open space, there are two Native American Nationally Registered Historic Sites and five different habitat ecosystems that are home to many rare and endangered plant and animal species. The park acts as a regional gateway to the Santa Ana River Trail and adjacent Orange County parks, offering users multiple passive recreational opportunities such as picnicking, wildlife viewing, miles of trails for walking or bicycling, and enjoyment of nature. The park also hosts a miniature railroad and model airplane flying field with partnering non-profits.

#### *DOWNTOWN RECREATION CENTER (DRC) – 40121*

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The Downtown Recreation Center, located at 1860 Anaheim Avenue, includes one gymnasium, one gymnastics room, one 25-yard outdoor pool, two multi-purpose rooms, and one kitchen. This facility provides a variety of programs; some free and others fee-based. The gymnasium provides free open gym time for youth to play basketball; a free seasonal youth basketball league; free drop-in pickle ball for seniors; fee-based drop-in basketball, volleyball, recreational adult basketball leagues; and is suitable for rentals. Rentals include karate tournaments and Beach Elite Volleyball clinics. The gymnasium also hosts multiple special events for the Teen Center including a movie night and various sports activities.

One multi-purpose room, kitchen, and office is designated for the Childs-Pace Inc. program. The gymnastics room is designated for gymnastics contract classes.

The open multi-purpose room is suitable for meetings and moderately sized contract classes including guitar lessons and CPR classes. During the school year, a free Teen Center is offered to teens (grades 7-12). During the summer, a free nine-week summer program for children (grades 1-6) is offered.

#### *BALEARIC COMMUNITY CENTER (BCC) – 40122*

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The Balearic Community Center, located at 1975 Balearic Dr., includes two rental rooms available for meetings and receptions, with a maximum capacity of 125 people. These rooms are utilized for the Summer R.O.C.K.S. Program, holiday and Summer Day Camps, and the City's Early Childhood Program, known as L.E.A.P. Adjacent to the center is a fenced playground with play equipment, sandlot park playground, basketball courts, and a large athletic field, which is permitted by the City.

#### *NORMA HERTZOG COMMUNITY CENTER – 40123*

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The Norma Hertzog Community Center is located at 1845 Park Avenue. The renovated facility features a community meeting space that can facilitate groups both in a classroom and banquet style fashion. The facility

## PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

also features a kitchen and an outdoor patio space. Facility space is available for the community, educational meetings and contract classes. This facility, which reopened in mid-2020, is expected to be regularly rented for weddings, Quinceanera's, anniversary parties and is used as meeting space for local non-profit groups, City Departments, local businesses, community groups and the Newport Mesa Unified School District.

### AQUATICS – 40212

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The Downtown Aquatic Center, located at 1860 Anaheim Avenue, provides year-round aquatics programming, including adult and youth swim instruction for beginner to advanced swimmers, aqua aerobics, summer youth aquatics camp, junior lifeguard preparation classes, and a swim instructor aid program for advanced youth swimmers. The Aquatics program offers seasonal family open swim as well as year-round drop-in, and adult lap swimming. This program provides American Red Cross-certified First Aid, Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED), Lifeguard training, and state-mandated Title 22 training for aquatic staff as well as basic first aid, CPR, and AED training to general recreation staff.

### TENNIS – 40213

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Administers the contract for the Costa Mesa Tennis Center, located at TeWinkle Park, 880 Junipero Drive. The Center, open seven days a week, includes 12 lighted courts and a pro shop with professional tennis staff to assist the public. Programs include lessons, tournaments, leagues and open play.

### ADULT SPORTS BASKETBALL AND VOLLEYBALL – 40214

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Provides year-round adult recreational basketball leagues, weekly open gym volleyball and drop-in, fee-based basketball play in the Downtown Recreation Center gymnasium.

### ADULTS SPORTS SOFTBALL – 40215

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Administers the contract with Major League Softball for the operation of a City softball league. The league operates year-round, Sunday through Friday, for adult men, women, and co-ed teams at TeWinkle Park Athletic Complex.

### FIELD/AMBASSADORS – 40216

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Coordinates athletic field reservations and scheduling of City and Newport Mesa Unified School District (NMUSD) athletic fields in accordance with the Joint Use Agreement. Fields are used by City and community organizations playing soccer, tackle and flag football, rugby, baseball, softball, and other field games. Field ambassadors monitor field use, regulate light use (portable and permanent), and open/close athletic fields. Field ambassadors regularly audit field users to confirm local residency within each organization. Field ambassadors also assist in resolving field disputes in accordance with the Field Use and Allocation Policy.

Program staff also assist Park Rangers in monitoring areas such as Lions Park (to ensure the safety of the facility users) and Fairview Park (to ensure that the protected areas remain unused). Other duties include assistance at miscellaneous special events as assigned.

### YOUTH SPORTS – 40218

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Includes basketball, cheerleading, running, volleyball and general fitness for children entering into grades 1 - 6. Basketball provides a clinic, practices, and eight (8) weeks of league play (January through March). Cheerleading provides a clinic, practices, and cheering for the eight (8) weeks of league basketball play (January through March). Volleyball provides a clinic, practices, and two (2) months of league play in the fall and spring seasons.

## PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

Running provides practices at local parks for eight (8) weeks to prepare for a 5K run that concludes the program.. General fitness provides nutritional and physical activity once a week for the R.O.C.K.S. afterschool program and summer programming.

### SENIOR CENTER – 40231

The Costa Mesa Senior Center, located at 695 W. 19th Street. provides a facility for Costa Mesa seniors, aged 50 and older, Monday through Friday from 8 a.m.to 4 p.m. for seniors to gather and participate in social, recreational, and personal enrichment programs designed to encourage a healthy and active lifestyle. Under the umbrella of the Senior Center, the Senior Mobility Program (SMP), Medical Transportation Program (MTP), Social Services Program, and Meals on Wheels Orange County programs are administered. The SMP is funded by tax revenue from Measure M2 funds from the Orange County Transportation Authority (OCTA), while the MTP is funded through a grant by Hoag Hospital. The Social Services Program is funded partially by the Community Development Block Grant (CDBG). The Meals on Wheels Orange County program is funded by federal & state grants as well as private donations. Other Programs include but are not limited to: Travel Program, Community Trips Program, Special Events, Fitness for Life classes, and Health & Wellness presentations and screenings.

### DAY CAMP – 40232

Provides day camp programming for children entering grades 1 - 6. The summer camp program is eight (8) weeks long and is held at Estancia Park. Camp programs run during Winter Recess, Presidents' Week, and Spring Break and are held at the Balearic Community Center (1-2 weeks long). One-day Camp runs for one day during NMUSD staff development closures throughout the school year and are held at the Balearic Community Center. This program includes daily games, sports, arts and crafts, drama, songs, skits, education/historical classes, character-building activities, and weekly excursions that emphasize active and healthy lifestyles.

### RECREATION ON CAMPUS FOR KIDS (R.O.C.K.S) – 40233

Provides a fee-based, afterschool program for children in grades K- 6 at eleven (11) NMUSD elementary schools throughout the school year. Offers free summer activities for children entering grades 1 - 6 for eight (8) weeks at three (3) locations, with an additional week at one (1) location. This program focuses on four areas: education, fitness, recreation, and enrichment in a structured environment. The program also provides staff for a free afterschool program at the Orange County Fair Grounds Centennial Farm named the "Ranch Program," for children interested in the fundamentals of gardening and farm animals.

### TEEN PROGRAMS – 40236

Provides free after-school activities for teens in grades seven through twelve at three (3) locations: Costa Mesa High School, TeWinkle Middle School, and the Downtown Recreation Center. This program offers games, sports, arts and crafts, and six (6) special teen events throughout the year including, but not limited to, a Back to School Pool Party, Holiday Movie Night, a Themed Dance, and Dodgeball Tournament. Teen Summer Camp is a fee-based summer camp (8 weeks) that offers games, sports, arts and crafts, and weekly excursions that emphasize an active and healthy lifestyle. Pool Party, Holiday Movie Night, a Themed Dance, and Dodgeball Tournament. Teen Summer Camp is a fee-based summer camp (8 weeks) that offers games, sports, arts and crafts, and weekly excursions that emphasize an active and healthy lifestyle.

### EARLY CHILDHOOD (L.E.A.P.) PROGRAM – 40241

This fee-based program for children ages 3-5 years, encourages a positive and social learning experience through the implementation of recreation activities that include: directed play, games, arts and crafts, and music.

## PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

The program is designed to prepare participants for entrance into kindergarten. The program is known as L.E.A.P.: Learn, Explore, and Play. A summer camp component, Camp Mini Explorers, allows participants to continue growing during the summer months.

### ADULT INSTRUCTIONAL CLASSES – 40242

A fee-based program that provides quarterly recreational, social, and sports programs for adults at City facilities, parks, and local business establishments.

### YOUTH INSTRUCTIONAL CLASSES – 40243

A fee-based program that provides quarterly recreational, social, enrichment, arts, adaptive and sports programs for youth at City facilities, parks, and local business establishments.

### SPECIAL REC. EVENTS – 40244

Provides administration and coordination to support the City's offering of special events. Specific events change annually but do include the Costa Mesa Fish Fry, Scarecrow Festival and Movies in the Park. These events provide family-friendly fun and recreational opportunities for all Costa Mesa residents.

### MOBILE RECREATION – 40245

A traveling playground program on wheels that provides enrichment opportunities through both structured and unstructured recreational and educational activities in areas of the community that have insufficient access to, or financial constraints to, City programs and/or parks. The Mobile Recreation Program consists of a van-sized vehicle full of athletic equipment, art supplies, games, puzzles, music, tables, chairs and healthy snacks. Serves as an entertainment and marketing avenue at City special events.

### BARK PARK – 40248

Provides a social, off-leash, open-play environment for dog owners and their dog(s). Separate areas exist for both small and large dogs. Includes staffing (maintenance), dog-related special events, classes, workshops, and partnerships with community organizations.

### COMMUNITY GARDENS – 40249

Provides management and operation of two City-owned community gardens. The Del Mar Community Garden at 170 Del Mar Street, has 60 parcels. The Hamilton Community Garden at 523 Hamilton Street, has 42 parcels. Both gardens have water service, a portable toilet, and a trash dumpster. The parcels are used by Costa Mesa residents to grow vegetables, flowers, fruits and plants for their personal consumption.

### ANIMAL CARE AND SERVICES – 40250

Oversees the contracts for animal sheltering and adoption services and collaborates with Animal Control in the transport and documentation of City impounded animals to the contracted animal shelter facility. Promotes adoptions to local residents and communicates with the contracted adoption agency, as well as rescue organizations, to find placement for City animals. With the assistance of the Animal Services Committee, staff explore and provide the best practices to improve exceptional animal care services within the City. Bark Park events are held throughout the year.

## PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

### *SENIOR MOBILITY PROGRAM – 40251*

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Provides free transportation for seniors aged 62 and older, in and around Costa Mesa, for social, recreational, medical and other services as needed. The program serves more than 450 seniors per year and provides more than 6,500 rides on an annual basis. The Senior Mobility Program (SMP) is operated under the umbrella of the Senior Center and is funded by a grant from the Orange County Transportation Authority (OCTA).

### *ADMINISTRATION – 50001*

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Based out of City Hall, oversees and manages the administration of parks, reservations, model aircraft fly permits, recreation classes, programs, and activities. Provides staff support to the Parks, Arts and Community Services Commission, the Cultural Arts Committee, the Historical Preservation Committee, the Fairview Park Steering Committee, the Animal Services Committee, and the Youth Sports Council.

### *PARKS, ARTS AND COMMUNITY SERVICES COMMISSION – 50125*

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Assists City Council and various City departments with parks, arts and community services related matters. The program staff support the Parks, Arts and Community Services Commission, a seven-member advisory board to the City Council, on parks and recreation-related matters. The Commission includes one liaison for the Costa Mesa Senior Center and one liaison for Arts-related activities.

### *FAIRVIEW PARK STEERING COMMITTEE – 50145*

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Provides advice and recommendations to the City Council regarding the implementation of the Fairview Park Master Plan (FVP MP); the impacts of Measure AA on Capital Improvement Program projects, maintenance and activities; recommends approval of grant applications, partnerships, and volunteer activities for the maintenance and implementation of the FVP MP.

### *CULTURAL ARTS COMMITTEE – 50190*

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Maintains, educates, enriches, and promotes cultural arts programs and resources to the residents of Costa Mesa, the City of the Arts. The Cultural Arts Committee hosts the annual signature ARTventure event. Committee activities are funded mostly by donations and sponsorships.

### *HISTORICAL PRESERVATION COMMITTEE – 50191*

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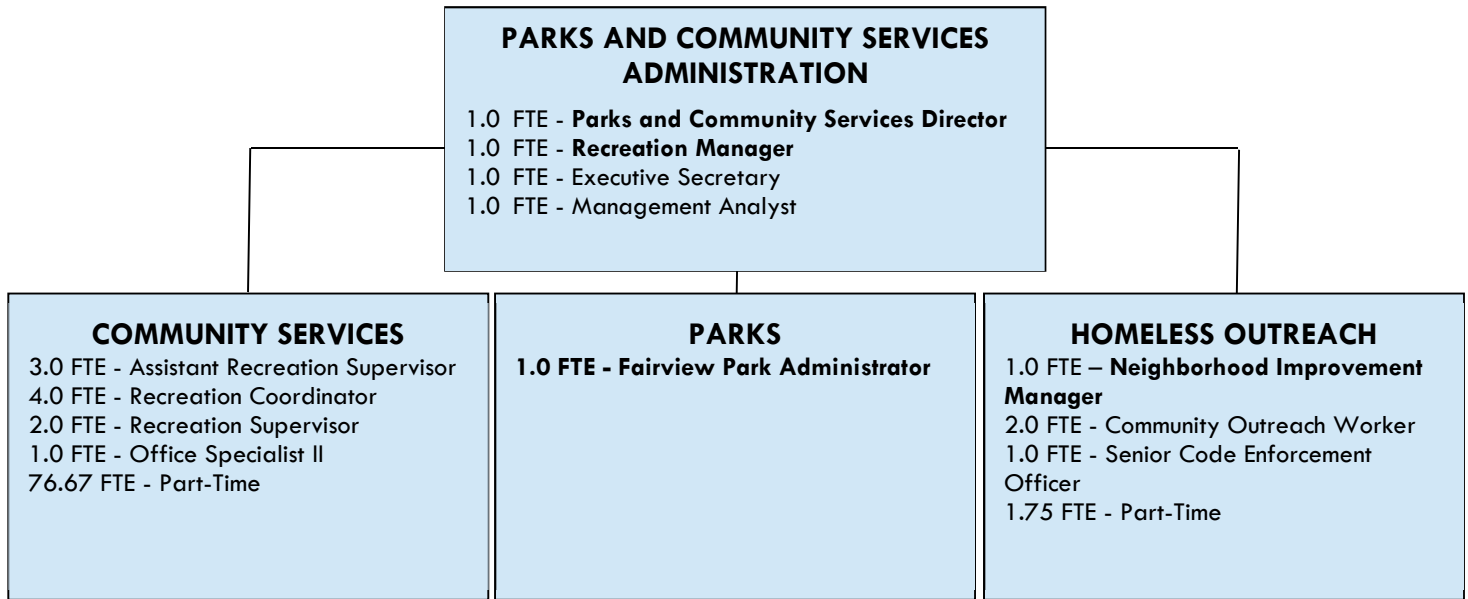
Maintains, educates, enriches, and promotes historical programs and resources throughout the City. Donations, sponsorships, and the General Fund provide funding for committee projects and activities.

### *ANIMAL SERVICES COMMITTEE – 50195*

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Maintains, educates, enriches, and promotes animal service programs and resources throughout the City. The goals of the Committee are to promote pet licensing within the City, assist with the planning of animal related events, and to explore and provide recommendations to improve animal services.

## PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)



### FISCAL YEAR 2019-2020 ACCOMPLISHMENTS

- Provided monthly environmental education and restoration public events at Fairview and Canyon Parks.
- Implemented burrowing owl banding project.
- Installed protective temporary fencing around sensitive habitats of vernal pools.
- Began restoration of Fairview Park vernal pools five, six and seven.
- Completed a successful second full-year in Animal Care Services' three-pronged process with Animal Control, Newport Center Animal Hospital and Priceless Pet Rescue.
- Enhanced the City's animal-related webpages to provide more information to the public.
- Provided three inter-generational events to bridge the gap between community's senior and youth population.
- Expanded public access to the arts by installing hanging art systems at City Hall and at the Costa Mesa Senior Center.
- The Costa Mesa Senior Center transportation program increased ridership and lowered the cost per trip to \$14.00, which is one of the counties lower per person cost.
- Procured brand new shuttle through the Enhanced Mobility for Senior and Disabled Grant from OCTA.
- In partnership with Second Harvest Food Bank provided 140+ seniors food twice per month for the Senior Grocery Program.
- Provided 10,000 rides for seniors aged 60+ through the Senior Mobility Program and Medical Transportation Program.
- Secured Social Services Program grant in the amount of \$75,000 from Hoag Medical Transportation.
- Secured CDBG funding in the amount of \$20,000.
- Provided aquatic instructional classes to nearly 900 youth and adult participants.
- Successfully held six bi-monthly community-service work parties at the community gardens.



## PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

- Provided three free after school Teen Centers for Costa Mesa's young adults.
- Successfully increased two seasons of the Youth Volleyball Program with more than 150 participants.
- Filled the summer LEAP Program to capacity for both age groups at 40 participants.
- Collaborated with NMUSD to offer a free, four-week summer day "SMART Camp."
- Successfully collaborated with community groups to host multiple community events.
- Successfully hosted more than 15 special events, including; Concerts in the Park, Movies in the Park, ARTventure, Scarecrow Festival, Fish Fry, Chargers Training Camp and misc. holiday themed events.
- Reactivated Lions Park Event Lawn with special events and programs, and partnered with the Donald Dungan Library to provide new programs.
- Collaborated with Chuck Jones Center for Creating Arts & Learning Conservatory to incorporate art and theater programming in the R.O.C.K.s Program

### FISCAL YEAR 2020-2021 GOALS

- Begin the implementation of the Parks, Recreation and Open Space Master Plan.
- Provide services to seniors such as social services, health services, hi-cap, AARP, legal services.
- Continue to provide competitive softball leagues for all skill levels at quality facilities on a seasonal basis.
- Work collaboratively with the Costa Mesa Senior Center to provide additional intergenerational events.
- Introduce specialized STEM based program activities into the R.O.C.K.S. Program.
- Introduce inter-school competitive element to the Youth Fitness Program.
- Increase the number of neighborhoods the Mobile Recreation program implements.
- Coordinate four (4) guest speakers to provide lessons and activities on STEM.
- Provide programs and services in a safe environment that are accessible to all.
- Successfully execute six (3) Teen Program events.
- Successfully execute two (2) dog-related public events at the Costa Mesa Bark Park.
- Educate the public on responsible pet ownership and care no less than six (6) time throughout the year.
- Continue to develop outreach efforts to market and attract underserved groups in the community.
- Initiate calendaring of programs for the grand reopening of the Norma Hertzog Community Center.
- Pursue the formal adoption of the Arts and Culture Master Plan.
- Successfully host annual community and special events and maintain partnerships.
- Continue to enhance and activate the event lawn space at Lions Park



# PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

## GOALS AND OBJECTIVES

The goals and objectives of the Parks and Community Services Department were developed in alignment with the City Council's goals and priorities.



#	GOALS AND OBJECTIVES						
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1	Continue Fairview Park restoration via public volunteer opportunities.		✓				
2	Begin the implementation of the Parks, Recreation and Open Space Master Plan.		✓				
3	Increase Animal Awareness including shelter adoption.		✓	✓			
4	Introduce Specialized STEM programs in R.O.C.K.S.		✓				
5	Expand and develop new programs at the Senior Center.		✓				
6	Continue outstanding Partnerships with LA Chargers and NMUSD.		✓	✓			✓
7	Increase number of neighborhoods for the Mobile Recreation Program.		✓				
8	Ensure we provide programs and services in a safe environment that are accessible to all.	✓	✓				
9	Continue to develop outreach efforts to market and attract underserved groups in the community.	✓	✓				

# PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

## PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Adopted</b>	<b>FY 20-21 Proposed</b>
Percent of recreation programs meeting or exceeding cost recovery guidelines	100%	100%	100%
Percent of recreation survey respondents rating overall satisfaction with programs/services as above average	96%	96%	100%
Average monthly ridership on City Senior Mobility Program (SMP) & Medical Transportation Program (MTP)	1,200	1,100	1,200
Number of hours permitted on athletic fields (all user groups)	80,000	75,000	75,000
Number of classes offered and percentage cancelled	980 (20%)	980 (20%)	980 (20%)
Number of children served in day camp programs	1,100	1,100	1,100
Number of daily participants in drop-in recreation programs	21,050	21,150	21,150
Annual number of daily R.O.C.K.S. program participants	110,000	112,000	112,000
Park reservations issued and percentage of non-residents	775 (5%)	725 (3%)	725 (3%)
Number of animals that were part of the shelter and adoption process	864	750	800
Number of animal licenses issued	3,892	3,200	3,200



# PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

## BUDGET NARRATIVE

The Fiscal Year 2020-21 budget for the Parks and Community Services Department is \$8.2 million, an increase of \$116,258, or 1.4 percent, compared to the adopted budget for Fiscal Year 2019-20. Please note that although the vacancy attrition of \$217,992 is placed in the Administration program, the actual vacancies are dispersed as necessary throughout the different programs. As a result of COVID-19, the City cancelled various programming in the spring of 2020 to comply with social distancing requirements. These programming reductions are continued through the summer of 2020, which is reflected in the FY 2020-21 Proposed Budget.

Expense by Fund	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>PARKS AND COMMUNITY SERVICES DEPARTMENT BY FUNDING SOURCE</b>				
General Fund - 101	\$ 5,702,651	\$ 6,611,825	\$ 7,298,474	\$ 7,414,732
Park Development Fees - 208	-	-	735,600	735,600
<b>Total Parks and Community Services Department</b>	<b>\$ 5,702,651</b>	<b>\$ 6,611,825</b>	<b>\$ 8,034,074</b>	<b>\$ 8,150,332</b>

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>PARKS AND COMMUNITY SERVICES DEPARTMENT BY PROGRAM</b>				
<b>PARKS AND COMMUNITY SERVICES - 14300</b>				

### Parks and Community Services Administration - 50001

Salaries and Benefits	\$ 830,296	\$ 982,701	\$ 1,202,586	\$ 1,260,067
Maintenance and Operations	238,622	259,426	416,515	298,722
Fixed Assets	12,673	14,039	2,000	2,000
<b>Subtotal Parks and Comm. Svs. Admin.</b>	<b>\$ 1,081,590</b>	<b>\$ 1,256,165</b>	<b>\$ 1,621,101</b>	<b>\$ 1,560,789</b>

### Fairview Park - 20115

Salaries and Benefits	\$ 131,482	\$ 195,511	\$ 219,396	\$ 251,231
Maintenance and Operations	6,774	12,679	399,200	399,200
Fixed Assets	-	-	340,400	340,400
<b>Subtotal Fairview Park</b>	<b>\$ 138,257</b>	<b>\$ 208,189</b>	<b>\$ 958,996</b>	<b>\$ 990,831</b>

### Downtown Recreation Center - 40121

Salaries and Benefits	\$ 148,084	\$ 118,460	\$ 119,192	\$ 131,222
Maintenance and Operations	84,260	88,797	101,200	101,200
Fixed Assets	41	-	-	-
<b>Subtotal Downtown Recreation Center</b>	<b>\$ 232,384</b>	<b>\$ 207,257</b>	<b>\$ 220,392</b>	<b>\$ 232,422</b>

### Balearic Community Center - 40122

Salaries and Benefits	\$ 169,833	\$ 160,928	\$ 97,854	\$ 31,763
Maintenance and Operations	107,317	107,972	117,900	117,900
Fixed Assets	619	-	800	800
<b>Subtotal Balearic Community Center</b>	<b>\$ 277,769</b>	<b>\$ 268,901</b>	<b>\$ 216,554</b>	<b>\$ 150,463</b>

### Neighborhood Community Center - 40123

Salaries and Benefits	\$ 160,908	\$ 208,605	\$ 248,254	\$ 283,363
Maintenance and Operations	12,616	162,099	219,400	249,400
Fixed Assets	-	-	-	-
<b>Subtotal Neighborhood Community Center</b>	<b>\$ 173,524</b>	<b>\$ 370,705</b>	<b>\$ 467,654</b>	<b>\$ 532,763</b>

# PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>PARKS AND COMMUNITY SERVICES - 14300 (continued)</b>				
<b><u>Aquatics - 40212</u></b>				
Salaries and Benefits	\$ 207,897	\$ 196,773	\$ 250,792	\$ 292,336
Maintenance and Operations	20,750	17,956	13,400	13,400
Fixed Assets	360	-	-	-
<b>Subtotal Aquatics</b>	<b>\$ 229,007</b>	<b>\$ 214,730</b>	<b>\$ 264,192</b>	<b>\$ 305,736</b>
<b><u>Tennis - 40213</u></b>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	25,414	24,194	34,600	34,600
Fixed Assets	-	-	-	-
<b>Subtotal Tennis</b>	<b>\$ 25,414</b>	<b>\$ 24,194</b>	<b>\$ 34,600</b>	<b>\$ 34,600</b>
<b><u>Adult Sports Basketball - 40214</u></b>				
Salaries and Benefits	\$ 14,598	\$ 20,219	\$ 54,802	\$ 60,406
Maintenance and Operations	9,525	9,509	9,325	9,325
Fixed Assets	-	-	-	-
<b>Subtotal Adult Sports Basketball</b>	<b>\$ 24,123</b>	<b>\$ 29,728</b>	<b>\$ 64,127</b>	<b>\$ 69,731</b>
<b><u>Adult Sports Softball - 40215</u></b>				
Salaries and Benefits	\$ 10,580	\$ 9,603	\$ 15,416	\$ 14,021
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
<b>Subtotal Adult Sports Softball</b>	<b>\$ 10,580</b>	<b>\$ 9,603</b>	<b>\$ 15,416</b>	<b>\$ 14,021</b>
<b><u>Fields/Field Ambassadors - 40216</u></b>				
Salaries and Benefits	\$ 300,801	\$ 191,528	\$ 261,226	\$ 275,093
Maintenance and Operations	239,562	284,025	250,700	250,700
Fixed Assets	-	-	-	-
<b>Subtotal Fields/Field Ambassadors</b>	<b>\$ 540,363</b>	<b>\$ 475,553</b>	<b>\$ 511,926</b>	<b>\$ 525,793</b>
<b><u>Youth Sports - 40218</u></b>				
Salaries and Benefits	\$ 88,811	\$ 127,377	\$ 163,748	\$ 206,443
Maintenance and Operations	9,251	16,279	12,400	12,400
Fixed Assets	-	-	-	-
<b>Subtotal Youth Sports</b>	<b>\$ 98,062</b>	<b>\$ 143,656</b>	<b>\$ 176,148</b>	<b>\$ 218,843</b>
<b><u>Adult Sports Futsal - 40222</u></b>				
Salaries and Benefits	\$ 13,186	\$ 9,108	\$ -	\$ -
Maintenance and Operations	155	90	500	500
Fixed Assets	-	-	-	-
<b>Subtotal Adult Sports Futsal</b>	<b>\$ 13,341</b>	<b>\$ 9,198</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b><u>Senior Center - 40231</u></b>				
Salaries and Benefits	\$ 591,938	\$ 648,147	\$ 573,212	\$ 626,930
Maintenance and Operations	505,427	407,510	454,400	419,400
Fixed Assets	13,789	6,661	1,000	1,000
<b>Subtotal Senior Center</b>	<b>\$ 1,111,153</b>	<b>\$ 1,062,318</b>	<b>\$ 1,028,612</b>	<b>\$ 1,047,330</b>

# PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>PARKS AND COMMUNITY SERVICES - 14300 (continued)</b>				
<b><u>Day Camp - 40232</u></b>				
Salaries and Benefits	\$ 87,586	\$ 89,801	\$ 90,334	\$ 151,365
Maintenance and Operations	86,126	99,553	81,900	81,900
Fixed Assets	-	32	-	-
<b>Subtotal Day Camp</b>	<b>\$ 173,712</b>	<b>\$ 189,386</b>	<b>\$ 172,234</b>	<b>\$ 233,265</b>
<b><u>ROCKS (Playgrounds) - 40233</u></b>				
Salaries and Benefits	\$ 638,204	\$ 748,410	\$ 735,456	\$ 923,988
Maintenance and Operations	51,101	33,094	32,500	32,500
Fixed Assets	-	-	-	-
<b>Subtotal ROCKS (Playgrounds)</b>	<b>\$ 689,305</b>	<b>\$ 781,504</b>	<b>\$ 767,956</b>	<b>\$ 956,488</b>
<b><u>Teen Programs - 40236</u></b>				
Salaries and Benefits	\$ 89,771	\$ 129,887	\$ 131,976	\$ 152,687
Maintenance and Operations	24,039	32,664	26,200	26,200
Fixed Assets	-	-	-	-
<b>Subtotal Teen Programs</b>	<b>\$ 113,810</b>	<b>\$ 162,551</b>	<b>\$ 158,176</b>	<b>\$ 178,887</b>
<b><u>Concerts - 40237</u></b>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	10,000	7,500
Fixed Assets	-	-	-	-
<b>Subtotal Concerts</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 7,500</b>
<b><u>Early Childhood - 40241</u></b>				
Salaries and Benefits	\$ 165,722	\$ 153,679	\$ 155,664	\$ 175,698
Maintenance and Operations	12,292	11,542	8,250	8,250
Fixed Assets	-	-	-	-
<b>Subtotal Early Childhood</b>	<b>\$ 178,014</b>	<b>\$ 165,221</b>	<b>\$ 163,914</b>	<b>\$ 183,948</b>
<b><u>Adult Instructional Classes - 40242</u></b>				
Salaries and Benefits	\$ 9,181	\$ 17,334	\$ 19,458	\$ 20,691
Maintenance and Operations	76,478	69,052	75,000	58,967
Fixed Assets	-	-	-	-
<b>Subtotal Adult Instructional Classes</b>	<b>\$ 85,659</b>	<b>\$ 86,386</b>	<b>\$ 94,458</b>	<b>\$ 79,658</b>
<b><u>Youth Instructional Classes - 40243</u></b>				
Salaries and Benefits	\$ 8,891	\$ 17,333	\$ 19,270	\$ 20,503
Maintenance and Operations	281,802	229,348	252,300	230,427
Fixed Assets	-	-	-	-
<b>Subtotal Youth Instructional Classes</b>	<b>\$ 290,693</b>	<b>\$ 246,681</b>	<b>\$ 271,570</b>	<b>\$ 250,930</b>
<b><u>Special Recreation Events - 40244</u></b>				
Salaries and Benefits	\$ 8,557	\$ 16,226	\$ 10,000	\$ -
Maintenance and Operations	2,020	343	-	-
Fixed Assets	-	-	-	-
<b>Subtotal Special Recreation Events</b>	<b>\$ 10,577</b>	<b>\$ 16,569</b>	<b>\$ 10,000</b>	<b>\$ -</b>

# PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>PARKS AND COMMUNITY SERVICES - 14300 (continued)</b>				
<b><u>Mobile Recreation - 40245</u></b>				
Salaries and Benefits	\$ 24,422	\$ 102,442	\$ 47,564	\$ 63,753
Maintenance and Operations	2,922	3,454	3,000	3,000
Fixed Assets	-	-	-	-
<b>Subtotal Mobile Recreation</b>	<b>\$ 27,344</b>	<b>\$ 105,896</b>	<b>\$ 50,564</b>	<b>\$ 66,753</b>
<b><u>Bark Park - 40248</u></b>				
Salaries and Benefits	\$ 36,851	\$ 57,939	\$ 42,488	\$ 47,357
Maintenance and Operations	1,575	1,460	1,600	1,600
Fixed Assets	-	-	-	-
<b>Subtotal Bark Park</b>	<b>\$ 38,425</b>	<b>\$ 59,399</b>	<b>\$ 44,088</b>	<b>\$ 48,957</b>
<b><u>Community Gardens - 40249</u></b>				
Salaries and Benefits	\$ -	\$ -	\$ 3,572	\$ 19,622
Maintenance and Operations	3,442	3,601	18,600	3,600
Fixed Assets	-	-	-	-
<b>Subtotal Community Gardens</b>	<b>\$ 3,442</b>	<b>\$ 3,601</b>	<b>\$ 22,172</b>	<b>\$ 23,222</b>
<b><u>Animal Care Services - 40250</u></b>				
Salaries and Benefits	\$ 118	\$ 42,062	\$ 197,682	\$ 56,543
Maintenance and Operations	117,261	336,494	436,900	305,311
Fixed Assets	-	-	-	-
<b>Subtotal Animal Care Services</b>	<b>\$ 117,380</b>	<b>\$ 378,555</b>	<b>\$ 634,582</b>	<b>\$ 361,854</b>
<b><u>Senior Mobility Program - 40251</u></b>				
Salaries and Benefits	\$ -	\$ 20,583	\$ 29,892	\$ 50,798
Maintenance and Operations	-	93,307	2,800	2,800
Fixed Assets	-	-	-	-
<b>Subtotal Senior Mobility Program</b>	<b>\$ -</b>	<b>\$ 113,889</b>	<b>\$ 32,692</b>	<b>\$ 53,598</b>
<b><u>Parks, Arts and Community Services Commission - 50125</u></b>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	4,831	4,214	7,950	7,950
Fixed Assets	-	-	-	-
<b>Subtotal Parks, Arts and Comm. Svs. Comm.</b>	<b>\$ 4,831</b>	<b>\$ 4,214</b>	<b>\$ 7,950</b>	<b>\$ 7,950</b>
<b><u>Senior Commission - 50126</u></b>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	2,200	2,000	-	-
Fixed Assets	-	-	-	-
<b>Subtotal Senior Commission</b>	<b>\$ 2,200</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Cultural Arts Committee - 50190</u></b>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	10,692	14,400	13,000	13,000
Fixed Assets	-	-	-	-
<b>Subtotal Cultural Arts Committee</b>	<b>\$ 10,692</b>	<b>\$ 14,400</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>

## PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>PARKS AND COMMUNITY SERVICES - 14300 (continued)</b>				
<u><b>Historic Preservation Committee - 50191</b></u>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	1,000	1,374	500	500
Fixed Assets	-	-	-	-
<b><i>Subtotal Historic Preservation Committee</i></b>	<b>\$ 1,000</b>	<b>\$ 1,374</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>TOTAL PARKS AND COMMUNITY SERVICES DEPARTMENT</b>				
Salaries and Benefits	\$ 3,737,715	\$ 4,264,656	\$ 4,689,834	\$ 5,115,880
Maintenance and Operations	1,937,454	2,326,437	3,000,040	2,690,252
Fixed Assets	27,482	20,732	344,200	344,200
<b>Total Parks and Community Services Department</b>	<b>\$ 5,702,651</b>	<b>\$ 6,611,825</b>	<b>\$ 8,034,074</b>	<b>\$ 8,150,332</b>



# PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>PARKS AND COMMUNITY SERVICES DEPARTMENT BY ACCOUNT</b>					
<b>Salaries and Benefits</b>					
Regular Salaries - Non Sworn	501200	\$ 795,888	\$ 1,018,083	\$ 1,239,014	\$ 1,261,810
Regular Salaries - Part time	501300	1,849,036	2,026,491	2,056,286	2,351,985
Overtime	501400	17,432	28,129	10,340	10,340
Vacation/Comp. Time Cash Out	501600	8,070	12,255	3,760	3,760
Holiday Allowance	501700	3,266	5,766	1,880	1,880
Separation Pay-Off	501800	704	3,200	940	940
Other Compensation	501900	9,164	9,945	8,836	15,380
TBD: Attrition	502100	-	-	-	(217,992)
Cafeteria Plan	505100	166,671	196,515	348,646	388,839
Medicare	505200	39,819	46,348	48,786	52,623
Retirement	505300	702,083	764,036	959,646	1,234,615
Executive Professional Development	505500	23,930	21,474	4,800	4,800
Auto Allowance	505600	6,767	6,919	6,900	6,900
Unemployment	505800	1,476	1,476	-	-
Workers' Compensation	505900	113,409	124,090	-	-
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 3,737,715</b>	<b>\$ 4,264,726</b>	<b>\$ 4,689,834</b>	<b>\$ 5,115,880</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 25,183	\$ 33,627	\$ 22,100	\$ 22,100
Multi-Media, Promotions and Subs	510200	94,508	94,712	98,350	95,850
Small Tools and Equipment	510300	71,253	77,610	70,625	70,625
Uniform & Clothing	510400	18,527	33,216	19,200	19,200
Safety and Health	510500	25,125	32,493	16,750	16,750
Maintenance & Construction	510600	13,562	16,494	15,600	15,600
Electricity - Buildings & Fac.	515100	84,932	82,317	120,300	120,300
Electricity - Power	515200	23,657	22,517	26,600	26,600
Gas	515400	17,614	21,366	20,400	20,400
Water - Domestic	515500	21,420	12,861	18,100	18,100
Janitorial and Housekeeping	515800	97,374	99,657	125,600	125,600
Postage	520100	40,165	42,872	-	-
Telephone/Radio/Communications	520400	18,831	19,957	20,300	20,300
Meetings & Conferences	520500	387	244	200	200
Mileage Reimbursement	520600	787	494	600	600
Dues and Memberships	520700	1,120	-	-	-
Board Member Fees	520800	6,900	6,200	7,700	7,700
Professional Development	520900	-	-	19,100	12,600
Buildings and Structures	525100	-	500	-	-
Landscaping and Sprinklers	525200	-	7,703	-	-

# PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>PARKS AND COMMUNITY SERVICES DEPARTMENT BY ACCOUNT</b>					
<b>Maintenance and Operations (Continued)</b>					
Office Furniture	525600	-	-	2,000	-
Office Equipment	525700	169	4,727	1,900	1,900
Other Equipment	525800	17,892	13,714	11,000	11,000
Consulting	530200	146,551	428,879	1,038,800	867,211
Legal	530300	-	986	-	-
Medical and Health Inspection	530600	299	232	700	700
Recreation	530800	461,313	486,988	465,300	382,442
External Rent	535400	471,484	506,195	468,000	468,000
Grants, Loans and Subsidies	535500	3,000	-	3,000	3,000
Central Services	535800	72,480	51,790	69,000	20,501
Internal Rent - Postage	535900	-	-	60,088	42,137
Internal Rent - Maintenance	536100	33,375	48,119	47,300	47,300
Internal Rent - Repl.Cost	536200	25,519	23,914	14,400	14,400
Internal Rent - IT Replacement	536300	11,220	11,220	-	-
Internal Rent - Fuel	536400	-	-	18,300	18,300
Internal Rent - General Liability	536500	-	-	67,400	88,367
Internal Rent - Workers' Comp	536600	-	-	99,500	99,891
Internal Rent - Unemployment	536700	-	-	11,327	12,078
General Liability	540100	115,466	127,246	-	-
Taxes & Assessments	540700	17,343	17,517	20,500	20,500
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 1,937,454</b>	<b>\$ 2,326,367</b>	<b>\$ 3,000,040</b>	<b>\$ 2,690,252</b>
<b>Fixed Assets</b>					
Office Equipment	590700	\$ 6,221	\$ 6,221	\$ -	\$ -
Other Equipment	590800	21,260	14,511	344,200	344,200
<b>Subtotal Fixed Assets</b>		<b>\$ 27,482</b>	<b>\$ 20,732</b>	<b>\$ 344,200</b>	<b>\$ 344,200</b>
<b>Total Parks and Community Services Department</b>		<b>\$ 5,702,651</b>	<b>\$ 6,611,825</b>	<b>\$ 8,034,074</b>	<b>\$ 8,150,332</b>

# PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Expense by Account		FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Actuals	Actuals	Adopted Budget	Proposed Budget
<b>PARKS AND COMMUNITY SERVICES DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY</b>					
<b>Salaries and Benefits</b>					
Regular Salaries - Non Sworn	501200	\$ 795,888	\$ 1,018,083	\$ 1,239,014	\$ 1,261,810
Regular Salaries - Part time	501300	1,849,036	2,026,491	2,056,286	2,351,985
Overtime	501400	17,432	28,129	10,340	10,340
Vacation/Comp. Time Cash Out	501600	8,070	12,255	3,760	3,760
Holiday Allowance	501700	3,266	5,766	1,880	1,880
Separation Pay-Off	501800	704	3,200	940	940
Other Compensation	501900	9,164	9,945	8,836	15,380
TBD: Attrition	502100	-	-	-	(217,992)
Cafeteria Plan	505100	166,671	196,515	348,646	388,839
Medicare	505200	39,819	46,348	48,786	52,623
Retirement	505300	702,083	764,036	959,646	1,234,615
Executive Professional Development	505500	23,930	21,474	4,800	4,800
Auto Allowance	505600	6,767	6,919	6,900	6,900
Unemployment	505800	1,476	1,476	-	-
Workers' Compensation	505900	113,409	124,090	-	-
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 3,737,715</b>	<b>\$ 4,264,726</b>	<b>\$ 4,689,834</b>	<b>\$ 5,115,880</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 25,183	\$ 33,627	\$ 22,100	\$ 22,100
Multi-Media, Promotions and Subs	510200	94,508	94,712	98,350	95,850
Small Tools and Equipment	510300	71,253	77,610	70,625	70,625
Uniform & Clothing	510400	18,527	33,216	19,200	19,200
Safety and Health	510500	25,125	32,493	16,750	16,750
Maintenance & Construction	510600	13,562	16,494	15,600	15,600
Electricity - Buildings & Fac.	515100	84,932	82,317	120,300	120,300
Electricity - Power	515200	23,657	22,517	26,600	26,600
Gas	515400	17,614	21,366	20,400	20,400
Water - Domestic	515500	21,420	12,861	18,100	18,100
Janitorial and Housekeeping	515800	97,374	99,657	125,600	125,600
Postage	520100	40,165	42,872	-	-
Telephone/Radio/Communications	520400	18,831	19,957	20,300	20,300
Meetings & Conferences	520500	387	244	200	200
Mileage Reimbursement	520600	787	494	600	600
Dues and Memberships	520700	1,120	-	-	-
Board Member Fees	520800	6,900	6,200	7,700	7,700
Professional Development	520900	-	-	19,100	12,600
Buildings and Structures	525100	-	500	-	-
Landscaping and Sprinklers	525200	-	7,703	-	-

# PARKS AND COMMUNITY SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>PARKS AND COMMUNITY SERVICES DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY</b>					
<b>Maintenance and Operations (Continued)</b>					
Office Furniture	525600	-	-	2,000	-
Office Equipment	525700	169	4,727	1,900	1,900
Other Equipment	525800	17,892	13,714	11,000	11,000
Consulting	530200	146,551	428,879	643,600	472,011
Legal	530300	-	986	-	-
Medical and Health Inspection	530600	299	232	700	700
Recreation	530800	461,313	486,988	465,300	382,442
External Rent	535400	471,484	506,195	468,000	468,000
Grants, Loans and Subsidies	535500	3,000	-	3,000	3,000
Central Services	535800	72,480	51,790	69,000	20,501
Internal Rent - Postage	535900	-	-	60,088	42,137
Internal Rent - Maintenance	536100	33,375	48,119	47,300	47,300
Internal Rent - Repl.Cost	536200	25,519	23,914	14,400	14,400
Internal Rent - IT Replacement	536300	11,220	11,220	-	-
Internal Rent - Fuel	536400	-	-	18,300	18,300
Internal Rent - General Liability	536500	-	-	67,400	88,367
Internal Rent - Workers' Comp	536600	-	-	99,500	99,891
Internal Rent - Unemployment	536700	-	-	11,327	12,078
General Liability	540100	115,466	127,246	-	-
Taxes & Assessments	540700	17,343	17,517	20,500	20,500
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 1,937,454</b>	<b>\$ 2,326,367</b>	<b>\$ 2,604,840</b>	<b>\$ 2,295,052</b>
<b>Fixed Assets</b>					
Office Equipment	590700	\$ 6,221	\$ 6,221	\$ -	\$ -
Other Equipment	590800	21,260	14,511	3,800	3,800
<b>Subtotal Fixed Assets</b>		<b>\$ 27,482</b>	<b>\$ 20,732</b>	<b>\$ 3,800</b>	<b>\$ 3,800</b>
<b>Total Parks and Community Services Department</b>		<b>\$ 5,702,651</b>	<b>\$ 6,611,825</b>	<b>\$ 7,298,474</b>	<b>\$ 7,414,732</b>





INFORMATION TECHNOLOGY DEPARTMENT

FY | 2020-2021

## INFORMATION TECHNOLOGY DEPARTMENT

The Information Technology Department (IT) is responsible for network administration; software development and installation; maintenance of hardware and software, including upgrades and replacements; database management; wireless phones; and the support and oversight of all technology-related products and services for all departments, including the Police and Fire Departments of the City of Costa Mesa. The Department's daily activities include, but are not limited to: maintenance of all computer systems; ensuring that virus protection software are up-to-date and functioning properly; maintenance of a help desk to help troubleshoot computer-related problems; and ensuring that employees are connected and the City websites are working properly and safely. IT is also responsible for the operation, maintenance, deployment, and utilization of all City computers. The department has 12 full-time positions composed of one management, two supervisory, eight professional, and one clerical position. Part-time staffing consists of 0.50 full-time equivalents. IT has three divisions:

- Administration
- Computer Operations and Networking
- Systems and Programming

### INFORMATION TECHNOLOGY DEPARTMENT - 14600

#### ADMINISTRATION – 50001

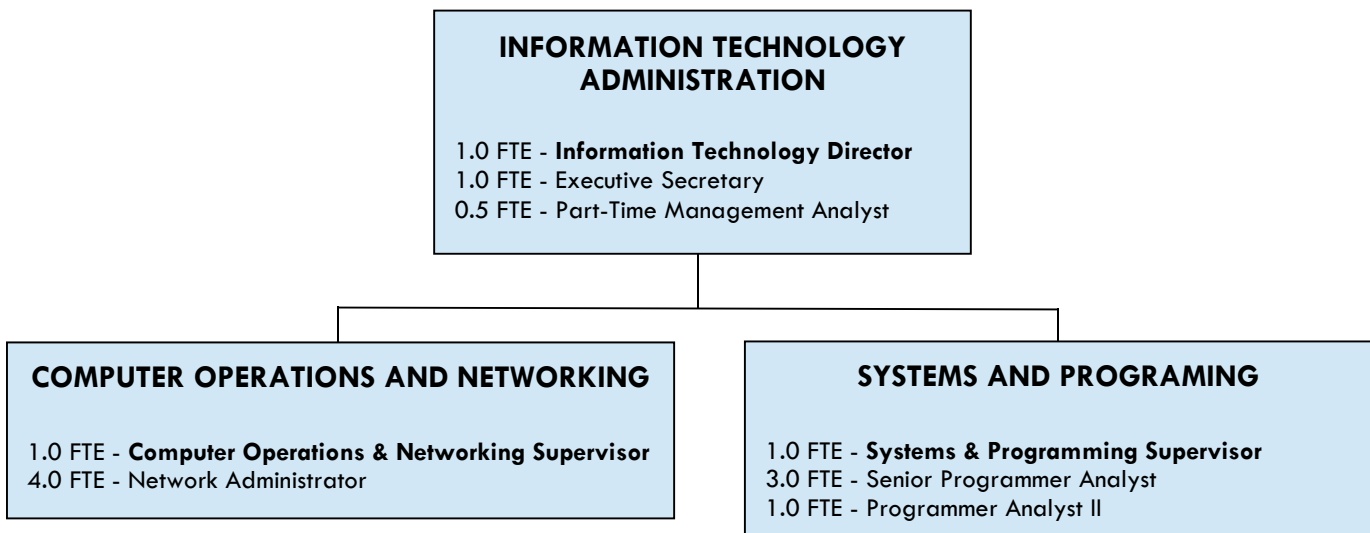
Coordinates and supervises the Department's activities; manages the networking resources of the City; and advises the City Manager and the City Council on computer-related technological issues.

#### COMPUTER OPERATIONS AND NETWORKING – 50710

Operates and monitors computer equipment in support of both Public Safety and general City services in a 7-day, 24-hour operation. Maintains data files and processes business applications and reports distribution in a networked client-server environment.

#### SYSTEMS AND PROGRAMMING – 50720

Supports and enhances applications for Public Safety and general City services. Coordinates systems implementations, maintenance, and processing solutions for ad hoc data processing requests in networked client-server and internet/intranet environments.



### FISCAL YEAR 2019-20 ACCOMPLISHMENTS

- New VM infrastructure hosts for PD.
- Installation of cameras and Internet for homeless shelter project.
- Implemented additional new servers for the Police Department (replacing old servers).
- Installed and migrated to new SAN solution for PD.
- In Car Video.
- Completed phase one of the desktop replacements project.
- Homeless Outreach Web, adding new features to allow users to add clients for the Bridge Shelter program.
- Added new features and layers to GIS online web applications; set up in-house ArcGIS Portal Servers.
- Automated False Alarm process, transformed from manual process to fully automate.
- Asset Works: Fleet Management Module.
- Public Records Requests.
- Soft-launched Laserfiche web application for document searching using Weblink for use by the public.
- Implemented fees schedule increase for Planning and Building permits.

### FISCAL YEAR 2020-2021 GOALS

- Implement the Information Technology Strategic Plan. The Strategic Plan Roadmap is a comprehensive and thorough assessment of the City's existing technologies, operational requirements, and service delivery needs. The document reflects business and technology strategy, and assess our operational responsiveness. It addresses the unique requirements of the mission-critical business needs of the City and its constituents, visitors, and business community as a whole.
- IT will begin the Laserfiche Enterprise Strategy and Implementation. The enterprise Laserfiche system will be expanded from the current Laserfiche application to allow all City departments to utilize and be provided with document inventory, preparation of taxonomy spreadsheets, records management, and improve processes to provide enhanced customer service.
- Disaster Recovery/Business Continuity Plan and Cyber Security Assessment.
- IT Physical Security Improvement Cyber Security Assessment.
- Continue Desktop Computer Replacement Program. The City's 435 computers have long passed their life expectancy and their warranties expired in 2016 making them prone to issues and causing staff to troubleshoot or make repairs as much as they can. For budget purposes, the City decided to replace them 1/3 at a time. In fiscal year 2020-21, IT will complete phase two of the replacement program and replace another 140 desktop computers.
- Implement ONESolution for Police Department. It is an upgrade to the CAD/RMS software being used by both the Police and Fire Departments.
- Implement ONE Solution Freedom. It enables the CAD/RMS to be used in a mobile platform; used by the Police Department.



## INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)







- Implement new Land Management Software (LMS) citywide with the Development Services Department to replace the City's existing outdated system with a comprehensive solution for building permits, entitlements, code enforcement cases and general plan zoning, and specific plan amendment applications.
- Implement ESRI ArcGIS Enterprise Solution. This application is used by both Planning and Engineering divisions. ArcGIS Enterprise is a centralized platform that gives the City control over its geospatial assets and powers its data-driven decision-making. It lets the users manage, map, analyze, and share geospatial information. They can use it to work in the City's infrastructure or in the cloud to create informative maps and applications powered by its own data, as well as ESRI's premium data. We can leverage ready-made applications or build our own to automate workflows that turn points on a map into visualizations that reveal patterns and trends.)
- Continue conducting online cyber security training for City staff. The City has engaged the services of RSI Systems (KnowB4) to provide training.
- Continue to provide the highest quality services and programs to the community.
- Continue to provide professional, timely, and cost effective services to the City, PD, and Fire staffs.
- Continue to facilitate community problem solving through a commitment to teamwork and customer service.

## INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

### GOALS AND OBJECTIVES

The goals and objectives of the Information Technology Department were developed in alignment with the City Council's goals and priorities.



#	GOALS AND OBJECTIVES						
1	Complete Phase 2 of Desktop Computer Replacement Program.	✓					✓
2	Implement ONESolution and ONESolution Freedom for Police Department.	✓					✓
3	Implement new Land Management System software project.		✓	✓			✓
4	Implement ESRI ArcGIS Enterprise Solution.		✓	✓			✓
5	Re-architect/enhance Laserfiche Document Imaging Solutions.	✓	✓	✓			✓
6	Identify an ERP solution to improve efficiencies and ensure reliability of data.			✓			✓

## INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

### PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Adopted</b>	<b>FY 20-21 Proposed</b>
Number of Printers/Terminals maintained	115/430	115/430	344/585
Help Desk requests resolved	3,360	3,360	1,162
Number of City developed software applications	6	10	5
Number of servers maintained	105	105	144
Number of miscellaneous devices maintained	60	60	150
Number of vendor software applications maintained*	800	700	300

\*It is difficult to determine the exact number of vendor software applications maintained as each department has different requirements.



# INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

## BUDGET NARRATIVE

The Fiscal Year 2020-21 all funds budget of \$5.6 million, an increase of \$1.7 million, or 44.6 percent, compared to the adopted budget for Fiscal Year 2019/20. The increase is mostly attributed to fully funding the IT Replacement Fund for the IT Strategic Plan. Other increases include the Network Administrator position added in FY 2019-20. Also, in Fiscal Year 2019-20, there was a vacancy attrition of \$108,870. The vacancy attrition for FY 2020-21 increased by \$100,000 to help achieve the department's savings target. Additional reductions can be found in training, office supplies, and software programs that are recommended for the following fiscal year.

Expense by Fund	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>INFORMATION TECHNOLOGY DEPARTMENT BY FUNDING SOURCE</b>				
General Fund - 101	\$ 3,149,792	\$ 3,043,527	\$ 3,665,497	\$ 3,714,192
IT Replacement Fund - 603	-	270,346	189,555	1,861,924
<b>Total Information Technology Department</b>	<b>\$ 3,149,792</b>	<b>\$ 3,313,873</b>	<b>\$ 3,855,052</b>	<b>\$ 5,576,116</b>

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>INFORMATION TECHNOLOGY DEPARTMENT BY PROGRAM</b>				
<b>INFORMATION TECHNOLOGY - 14600</b>				

### IT Administration - 50001

Salaries and Benefits	\$ 473,289	\$ 497,680	\$ 451,550	\$ 336,986
Maintenance and Operations	97,960	164,449	68,242	59,434
Fixed Assets	-	-	10,000	-
<b>Subtotal IT Administration</b>	<b>\$ 571,249</b>	<b>\$ 662,130</b>	<b>\$ 529,792</b>	<b>\$ 396,420</b>

### Computer Operations - 50710

Salaries and Benefits	\$ 716,185	\$ 747,805	\$ 938,315	\$ 927,759
Maintenance and Operations	63,477	177,140	342,100	313,322
Fixed Assets	490,164	541,549	514,100	2,316,023
<b>Subtotal Computer Operations</b>	<b>\$ 1,269,825</b>	<b>\$ 1,466,494</b>	<b>\$ 1,794,515</b>	<b>\$ 3,557,104</b>

### Computer Systems Development - 50720

Salaries and Benefits	\$ 757,322	\$ 771,062	\$ 775,295	\$ 968,000
Maintenance and Operations	38,752	52,742	142,850	93,625
Fixed Assets	512,644	361,445	612,600	560,967
<b>Subtotal Computer Systems Develop.</b>	<b>\$ 1,308,718</b>	<b>\$ 1,185,249</b>	<b>\$ 1,530,745</b>	<b>\$ 1,622,592</b>

### **TOTAL INFORMATION TECHNOLOGY DEPARTM**

Salaries and Benefits	\$ 1,946,795	\$ 2,016,548	\$ 2,165,160	\$ 2,232,745
Maintenance and Operations	200,189	394,332	553,192	466,381
Fixed Assets	1,002,808	902,994	1,136,700	2,876,990
<b>Total Information Technology Department</b>	<b>\$ 3,149,792</b>	<b>\$ 3,313,873</b>	<b>\$ 3,855,052</b>	<b>\$ 5,576,116</b>

# INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>INFORMATION TECHNOLOGY DEPARTMENT BY ACCOUNT</b>					
<b>Salaries and Benefits</b>					
Regular Salaries - Non Sworn	501200	\$ 1,076,290	\$ 1,063,958	\$ 1,266,824	\$ 1,415,694
Regular Salaries - Part time	501300	91,350	139,914	39,330	44,513
Overtime	501400	102,753	103,194	100,605	100,605
Vacation/Comp. Time Cash Out	501600	9,713	5,584	3,040	3,040
Holiday Allowance	501700	3,358	3,273	3,420	3,420
Other Compensation	501900	2,644	2,695	1,900	1,927
TBD: Attrition	502100	-	-	-	(208,870)
Cafeteria Plan	505100	143,912	154,978	194,431	211,300
Medicare	505200	18,957	19,576	19,665	21,201
Retirement	505300	396,316	423,852	526,145	630,115
Executive Professional Development	505500	45,049	42,038	2,900	2,900
Auto Allowance	505600	6,918	6,919	6,900	6,900
Unemployment	505800	930	930	-	-
Workers' Compensation	505900	48,604	49,636	-	-
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 1,946,795</b>	<b>\$ 2,016,548</b>	<b>\$ 2,165,160</b>	<b>\$ 2,232,745</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 1,420	\$ 2,786	\$ 2,800	\$ 2,800
Multi-Media, Promotions and Subs	510200	497	88	700	700
Small Tools and Equipment	510300	-	493	2,000	2,000
Uniform & Clothing	510400	84	-	-	-
Safety and Health	510500	572	500	500	500
Janitorial and Housekeeping	515800	37	-	-	-
Postage	520100	8	62	-	-
Telephone/Radio/Communications	520400	56,435	59,193	260,600	260,600
Meetings & Conferences	520500	615	132	1,500	1,500
Mileage Reimbursement	520600	174	218	350	350
Professional Development	520900	-	-	36,900	18,450
Office Equipment	525700	3,949	4,219	5,000	5,000
Other Equipment	525800	293	-	-	-
Consulting	530200	43,456	248,560	200,000	140,447
External Rent	535400	3,696	3,587	5,000	5,000
Central Services	535800	250	43	300	1,007
Internal Rent - Postage	535900	-	-	63	21
Internal Rent - IT Replacement	536300	42,640	42,640	-	-

# INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>INFORMATION TECHNOLOGY DEPARTMENT BY ACCOUNT</b>					
<b>Maintenance and Operations (continued)</b>					
Internal Rent - General Liability	536500	-	-	22,500	15,594
Internal Rent - Workers' Comp	536600	-	-	13,400	10,834
Internal Rent - Unemployment	536700	-	-	1,579	1,578
General Liability	540100	46,064	31,811	-	-
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 200,189</b>	<b>\$ 394,332</b>	<b>\$ 553,192</b>	<b>\$ 466,381</b>
<b>Fixed Assets</b>					
Office Furniture	590600	\$ -	\$ -	\$ 10,000	\$ -
Other Equipment	590800	1,002,808	902,994	1,126,700	2,876,990
<b>Subtotal Fixed Assets</b>		<b>\$ 1,002,808</b>	<b>\$ 902,994</b>	<b>\$ 1,136,700</b>	<b>\$ 2,876,990</b>
<b>Total Information Technology Department</b>		<b>\$ 3,149,792</b>	<b>\$ 3,313,873</b>	<b>\$ 3,855,052</b>	<b>\$ 5,576,116</b>

## INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>PARKS AND COMMUNITY SERVICES DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY</b>					
<b>Salaries and Benefits</b>					
Regular Salaries - Non Sworn	501200	\$ 1,076,290	\$ 1,063,958	\$ 1,178,759	\$1,415,694
Regular Salaries - Part time	501300	91,350	139,914	39,330	44,513
Overtime	501400	102,753	103,194	100,605	100,605
Vacation/Comp. Time Cash Out	501600	9,713	5,584	3,040	3,040
Holiday Allowance	501700	3,358	3,273	3,420	3,420
Other Compensation	501900	2,644	2,695	1,900	1,927
TBD: Attrition	502100	-	-	-	(208,870)
Cafeteria Plan	505100	143,912	154,978	178,471	211,300
Medicare	505200	18,957	19,576	18,335	21,201
Retirement	505300	396,316	423,852	491,945	630,115
Executive Professional Development	505500	45,049	42,038	2,900	2,900
Auto Allowance	505600	6,918	6,919	6,900	6,900
Unemployment	505800	930	930	-	-
Workers' Compensation	505900	48,604	49,636	-	-
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 1,946,795</b>	<b>\$ 2,016,548</b>	<b>\$ 2,025,605</b>	<b>\$2,232,745</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 1,420	\$ 2,786	\$ 2,800	\$ 2,800
Multi-Media, Promotions and Subs	510200	497	88	700	700
Small Tools and Equipment	510300	-	493	2,000	2,000
Uniform & Clothing	510400	84	-	-	-
Safety and Health	510500	572	500	500	500
Janitorial and Housekeeping	515800	37	-	-	-
Postage	520100	8	62	-	-
Telephone/Radio/Communications	520400	56,435	59,193	260,600	260,600
Meetings & Conferences	520500	615	132	1,500	1,500
Mileage Reimbursement	520600	174	218	350	350
Professional Development	520900	-	-	36,900	18,450
Office Equipment	525700	3,949	4,219	5,000	5,000
Other Equipment	525800	293	-	-	-
Consulting	530200	43,456	248,560	200,000	140,447
External Rent	535400	3,696	3,587	5,000	5,000
Central Services	535800	250	43	300	1,007
Internal Rent - Postage	535900	-	-	63	21
Internal Rent - IT Replacement	536300	42,640	42,640	-	-
Internal Rent - General Liability	536500	-	-	22,500	15,594
Internal Rent - Workers' Comp	536600	-	-	13,400	10,834
Internal Rent - Unemployment	536700	-	-	1,579	1,578



## INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED)

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>PARKS AND COMMUNITY SERVICES DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY</b>					
<b>Maintenance and Operations (Continued)</b>					
General Liability	540100	46,064	31,811	-	-
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 200,189</b>	<b>\$ 394,332</b>	<b>\$ 553,192</b>	<b>\$ 466,381</b>
<b>Fixed Assets</b>					
Office Furniture	590600	\$ -	\$ -	\$ 10,000	\$ -
Other Equipment	590800	1,002,808	632,648	1,076,700	1,015,066
<b>Subtotal Fixed Assets</b>		<b>\$ 1,002,808</b>	<b>\$ 632,648</b>	<b>\$ 1,086,700</b>	<b>\$1,015,066</b>
<b>Total Information Technology Department</b>		<b>\$ 3,149,792</b>	<b>\$ 3,043,527</b>	<b>\$ 3,665,497</b>	<b>\$3,714,192</b>





**POLICE DEPARTMENT**

FY | 2020-2021

## POLICE DEPARTMENT

The Police Department is tasked with protecting life and property while preserving the peace. The department has 213 full-time positions, of which 136 are sworn and 77 are professional staff. Full-time staffing is composed of 12 management positions, 34 supervisory, and 167 line-level positions. Part-time staffing consists of 21.96 full-time equivalents. The department is comprised of three divisions and each division is further split into different programs. The three divisions are as follows:

- *Police Administration*
- *Police Field Operations*
- *Police Support Services*

### **POLICE ADMINISTRATION - 15100**

#### *ADMINISTRATION – 50001*

Conducts the department's overall direction and planning with input from other divisions; provides advice to the City Manager and City Council on public safety issues; provides internal investigations through the Professional Standards Unit; performs public affairs services; and manages department budget and grant administration.

#### *TRAINING – 10133*

Provides and coordinates training programs, and the recruitment and selection of candidates for vacant positions within the department, adhering to the guidelines established by statutory and state-mandated Peace Officer Standard and Training (POST) requirements for sworn and civilian personnel; develops and evaluates daily in-service programs.

### **POLICE FIELD OPERATIONS - 15300**

#### *FIELD OPERATIONS – 10111*

Provides public safety services through patrol-related policing activity; coordinates community-oriented policing services; supervises the Police Reserve Program; provides public park safety services through the Park Ranger Unit; and provides business-related services to the public via the front desk.

#### *TRAFFIC SAFETY – 10113*

Enforces State and City traffic laws; provides follow-up investigation and prosecution of traffic-related criminal cases; and coordinates personnel to respond to and investigate traffic collisions.

#### *CONTRACT & SPECIAL EVENTS – 10114*

Provides special event public safety and traffic management services requested by the community on a contract-for-pay basis.

#### *ANIMAL CONTROL – 10139*

Regulates, controls, and prevents rabies in the wild and domesticated animal population in the City; impounds strays or unlicensed animals; and enforces those laws and ordinances applying to animals within the City.

## POLICE DEPARTMENT (CONTINUED)

### *STEP - 10143*

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The Selective Traffic Enforcement Program (STEP) is designed to fund traffic safety related enforcement and education efforts to reduce alcohol related traffic collisions; address aggressive driving practices, particularly speed and red light/stop sign violations; and to increase the overall traffic safety in the City.

## **POLICE SUPPORT SERVICES - 15400**

### *ADMINISTRATION – 50001*

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Provides essential logistical support services to the Police Department through the below-listed programs; responsible for computer-related activities associated with the 24-hour operation of the City's public safety computer system; and responsible for the research and development of numerous programs, including safety equipment, new laws and regulations, and policy development.

### *HELICOPTER PATROL – 10112*

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Provides helicopter patrol services through a contract with the City of Huntington Beach.

### *CRIME INVESTIGATION – 10120*

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Investigates criminal activities including: homicide, rape, robbery, and assault; larcenies, including grand theft, auto theft, and fraud; residential, commercial, and vehicle burglaries reported in the City; fraudulent checks and forgery cases, including identity theft, crimes against persons and property, and where the suspect or victim is a juvenile. The program objective is the investigation of Part I Crimes; case preparation; the apprehension, prosecution and conviction of perpetrators; and the recovery of stolen property.

### *SPECIAL INVESTIGATIONS UNIT – 10127*

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Investigates illegal narcotics activity with emphasis on traffickers; vice and prostitution; and specialized investigations as determined by the Department.

### *RECORDS/INFORMATION UNIT – 10131*

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Responsible for the electronic and manual processing, storing, and reporting of all crime and arrest reports, citation processing, and ancillary report processing to meet the Department of Justice crime statistics reporting mandates.

### *CRIME SCENE INVESTIGATIONS/PHOTOS – 10132*

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Provides investigative support for the collection, processing and preservation of evidence at crime scenes; laboratory and photographic support for evidentiary and non-evidentiary requests.

### *YOUTH CRIME INTERVENTION – 10135*

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Provides services to local schools; criminal street gang suppression and investigation; and coordinates outreach intervention opportunities through the Gang Investigations Unit.

### *PROPERTY AND EVIDENCE – 10136*

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Maintains records; stores, preserves, and disposes of property and evidence consistent with legal guidelines.

### *JAIL – 10137*

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Provides jail services through a contract with G4S.

### *TELECOMMUNICATIONS OPERATIONS – 51020*

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Provides a centralized, computer-aided Communications Dispatch Center that receives citizen requests for emergency fire, paramedics and police services; provides medical pre-arrival instructions using Emergency Medical Dispatch (EMD) procedures; provides a means of contact for emergency Public Services, Water District service and Orange Coast College Security outside of normal business hours.

### *TECHNICAL SUPPORT AND MAINTENANCE – 51020*

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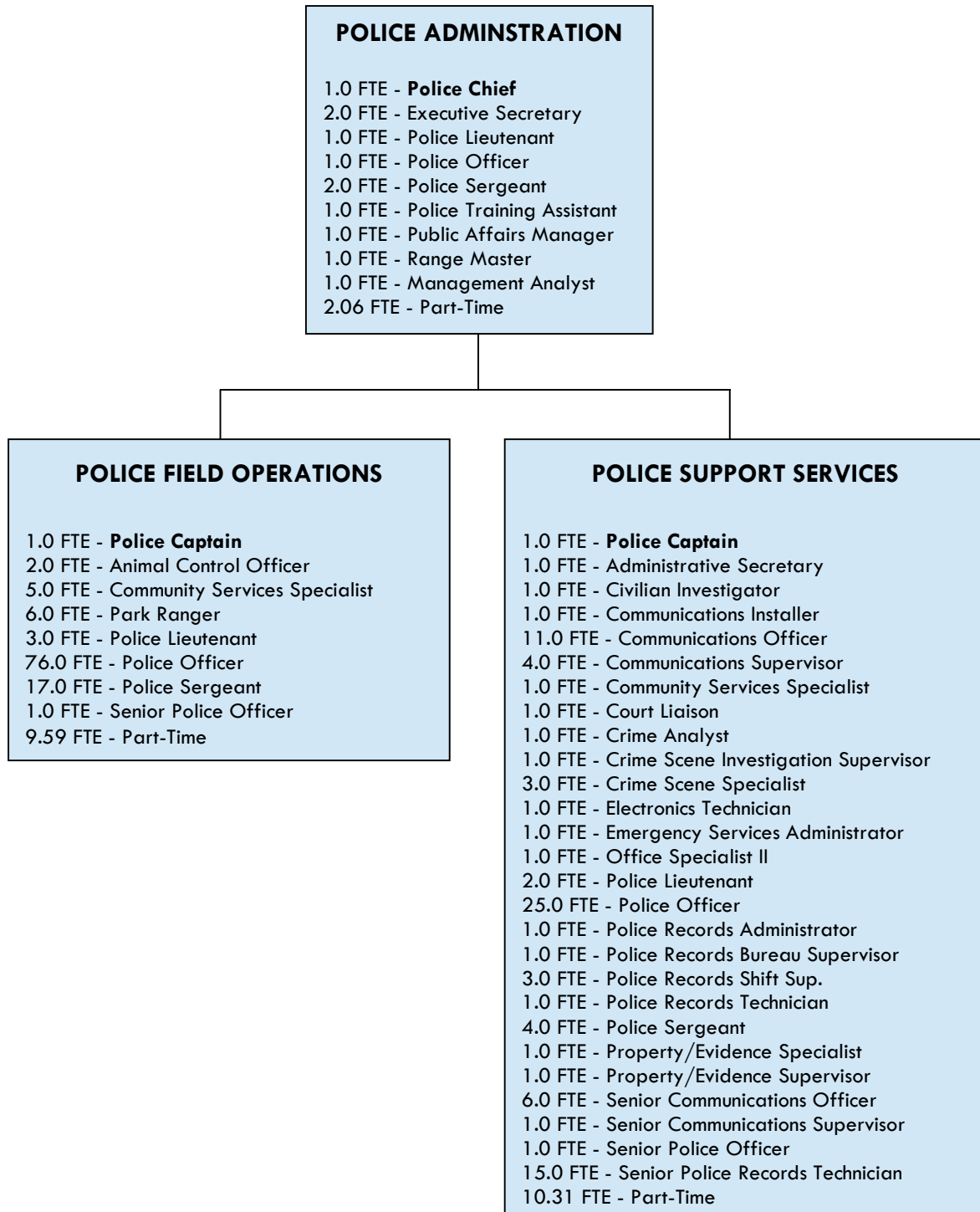
Provides operational integrity of the City's telecommunications infrastructure for data and voice; provides systems and equipment installations and electronics maintenance; oversees inter-operation of telephone, radio, audio, fire alerting system and selected data and video assets in buildings and facilities, outside plant, and in automotive/mobile and portable configurations.

### *EMERGENCY SERVICES – 51040*

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Serves as the office responsible for the City's disaster preparedness; acts as liaison to other government agencies, private sector, schools and special districts, non-government and volunteer organizations on disaster preparedness; conducts disaster planning meetings, training and exercises; maintains disaster supplies; administers the Emergency Operations Center (EOC), the Joint Information Center (JIC) and the City's Emergency Operations Plan; and ensures compliance with the National Incident Management System (NIMS).

## POLICE DEPARTMENT (CONTINUED)



### FISCAL YEAR 2019-2020 ACCOMPLISHMENTS

- Aggressively recruited and hired both new police officers and professional staff to fill vacancies.
- Identified and tested new in-car audio and video systems for police vehicles.
- Completed Police Security Project with reinforced facility perimeter and security.
- Implemented Text to 911 as part of a countywide launch for all Orange County public safety agencies.
- Initiated a Drone Program as an innovative tool to assist in patrol and investigations and enhance services.
- Facilitated first Active Shooter Training with NMUSD to improve crisis response and public safety coordination.
- Achieved 100% compliance with all State and legislative training mandates for department personnel.
- Met all Peace Officers Standards and Training (POST) mandates with 100% compliance.
- Obtained grant awards (ABC, CCTA, BSCC, EMPG, HMPG, Prop 69, YRG JAG, & OTS) to fund department training and initiatives during the fiscal year.

### FISCAL YEAR 2020-2021 GOALS

- Continue the Department's aggressive recruitment and hiring efforts to fill both sworn and professional staff vacancies.
- Complete purchase and buildout of new Mobile Command Vehicle (MCV).
- Focus on building upon the City's Emergency Preparedness Program.
- Continue to update the City's Emergency Operations Plan (EOP).
- Develop City Hazard Mitigation Plan.
- Renovate/upgrade the Department's aging firearms range.
- Implement department Drone Program.
- Identify and implement new mobile data computers in police vehicles.
- Achieve 100% compliance with all State and legislative training mandates for department personnel.
- Meet all Peace Officers Standards and Training (POST) mandates with 100% compliance.
- Obtain grant awards (*EMPG, Prop 69, JAG & OTS*) to fund department training and initiatives during the fiscal year.



## POLICE DEPARTMENT (CONTINUED)

### GOALS AND OBJECTIVES

The goals and objectives of the Police Department were developed in alignment with the City Council's priorities.



Safe  
Community



Improving  
Neighborhoods



Fiscally  
Sustainable









Housing  
Commitments



Transportation  
Solutions



Community  
Engagement

#	GOALS AND OBJECTIVES						
1	Invest in its professionals by becoming a fully-staffed and highly trained department.	✓	✓				
2	Have secured and well-maintained facilities to ensure that personnel are able to perform their duties safely and efficiently.	✓					
3	Be equipped with the necessary tools to keep the Costa Mesa community safe.	✓					
4	Enhance internal department communication to enable staff at all levels to be informed and effectively carry out the Department's mission.	✓					✓
5	Continue the Department's aggressive recruitment and hiring efforts for fill sworn and civilian vacancies.	✓					✓
6	Renovate/upgrade the Department's aging firearms range.	✓					
7	Continue to update the City's Emergency Operations Plan (EOP).	✓					✓
8	Develop a department Drone Program.	✓					

# POLICE DEPARTMENT (CONTINUED)

## PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	2017	2018	2019
Part 1 Crimes	4,662	4,051	4,071
Part 2 Crimes	6,247	6,718	5,987
Calls for Service	114,919	136,180	137,384
Reports Taken and Processed	18,382	19,079	18,794
Arrests (Felony and Misdemeanor)	6,133	6,644	6,602
Citations Issued (Infractions)	7,711	9,145	10,458
Adult Bookings	4,202	4,572	4,209
Emergency Calls Responded	882	876	847
1. Responded within 5 minutes (Effectiveness)	75%	72%	76%
2. Responded within 15 minutes (Effectiveness)	97%	97%	97%
Non-Emergency Calls Responded	57,783	58,961	61,009
1. Responded within 30 Minutes (Effectiveness)	89%	90%	92%
Property and Evidence – Total Items Booked	12,494	14,040	11,966
Assigned Hit-and-Run Cases Clearance Rate	73%	59%	73%
Assigned Robbery Cases Clearance Rate	74%	62%	55%
Assigned Burglary Cases Clearance Rate	65%	50%	38%
Assigned Juvenile Cases Clearance Rate	97%	99%	97%
Assigned Economic/Identity Theft Cases Clearance Rate	64%	52%	31%
911 Emergency/Public Safety Calls Received	51,005	46,612	48,476
911 Calls Answered within 10 Seconds	97%	97.25%	97.53%
Telephone Calls Received	246,323	216,118	205,404
Animal Control – Calls for Service	3,441	3,986	3,854
Animal Control – Impounds	635	678	741

The Police Department's performance measures and workload indicators are presented on a calendar year basis.



# POLICE DEPARTMENT (CONTINUED)

## BUDGET NARRATIVE

The Fiscal Year 2020-21 budget for the Police Department is \$47.8 million, a decrease of \$1.9 million, or 3.8 percent, compared to the adopted budget for Fiscal Year 2019-20. The decrease was primarily attributed to a vacancy attrition and 10 percent furlough. The 10 percent furlough provides a savings of \$2,012,034 for the Fiscal Year 2020-21 Proposed Budget. Both Fiscal Year 2019-20 Adopted Budget and Fiscal Year 2020-2021 Proposed Budget have a \$3,671,868 vacancy attrition in the department's budget. Additionally, there is a decrease of \$566,929 for operational reductions to certain service contracts, consulting, non-mandatory trainings and various subscriptions, postage and office supplies. The reductions were carefully assessed and achieved through a thoughtful and balanced approach to ensure the department can continue to meet the public safety expectations of the community.

Expense by Fund	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>POLICE BY FUNDING SOURCE</b>				
General Fund - 101	\$ 43,421,899	\$ 46,271,525	\$ 49,482,346	\$ 47,328,014
Prop 172 - Public Safety Fund - 202*	792,494	1,047,318	-	-
Supp. Law Enforcement COP Fund - 213	294,382	305,297	237,700	245,013
Narcotics Forfeiture Fund - 217	-	46,868	-	-
Office of Traffic Safety Fund - 220	187,425	161,993	-	-
Grants - State - 231	-	-	-	262,722
<b>Total Police Department</b>	<b>\$ 44,696,199</b>	<b>\$ 47,833,000</b>	<b>\$ 49,720,046</b>	<b>\$ 47,835,749</b>

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>POLICE DEPARTMENT BY PROGRAM</b>				
<b>ADMINISTRATION - 15100</b>				
<u>Administration - 50001</u>				
Salaries and Benefits	\$ 2,993,774	\$ 3,282,943	\$ 1,677,320	\$ 1,592,387
Maintenance and Operations	805,262	626,938	2,814,079	2,226,651
Fixed Assets	2,882	13,173	2,500	2,500
<b>Subtotal Administration</b>	<b>\$ 3,801,919</b>	<b>\$ 3,923,054</b>	<b>\$ 4,493,899</b>	<b>\$ 3,821,538</b>
<u>Training - 10133</u>				
Salaries and Benefits	\$ 969,861	\$ 1,025,771	\$ 925,244	\$ 985,884
Maintenance and Operations	46,579	105,642	186,650	131,396
Fixed Assets	68,209	260	2,000	2,000
<b>Subtotal Training</b>	<b>\$ 1,084,650</b>	<b>\$ 1,131,673</b>	<b>\$ 1,113,894</b>	<b>\$ 1,119,280</b>
<u>BSCC Local Assistance Fund - 71100</u>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	21,501	-	-	-
Fixed Assets	30,072	-	-	-
<b>Subtotal BSCC Local Assistance</b>	<b>\$ 51,573</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Prop 172 was combined with the General Fund effective Fiscal Year 2019-20

# POLICE DEPARTMENT (CONTINUED)

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>POLICE FIELD OPERATIONS - 15300</b>				
<b><u>Field Area Policing - 10111</u></b>				
Salaries and Benefits	\$ 18,727,245	\$ 19,481,762	\$ 19,881,904	\$ 15,962,608
Maintenance and Operations	523,372	741,849	832,600	832,600
Fixed Assets	-	13,612	15,400	15,400
<b>Subtotal Field Area Policing</b>	<b>\$ 19,250,617</b>	<b>\$ 20,237,224</b>	<b>\$ 20,729,904</b>	<b>\$ 16,810,608</b>
<b><u>Traffic Enforcement - 10113</u></b>				
Salaries and Benefits	\$ 3,348,411	\$ 3,509,255	\$ 3,853,756	\$ 4,242,709
Maintenance and Operations	534,844	669,952	567,600	567,600
Fixed Assets	185	30,045	20,000	20,000
<b>Subtotal Traffic Enforcement</b>	<b>\$ 3,883,439</b>	<b>\$ 4,209,251</b>	<b>\$ 4,441,356</b>	<b>\$ 4,830,309</b>
<b><u>Contract and Special Events - 10114</u></b>				
Salaries and Benefits	\$ 593,156	\$ 518,059	\$ 523,388	\$ 555,494
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
<b>Subtotal Contract and Special Events</b>	<b>\$ 593,156</b>	<b>\$ 518,059</b>	<b>\$ 523,388</b>	<b>\$ 555,494</b>
<b><u>Animal Control - 10139</u></b>				
Salaries and Benefits	\$ 307,558	\$ 286,159	\$ 287,868	\$ 333,907
Maintenance and Operations	61,067	24,585	23,750	23,750
Fixed Assets	-	-	-	-
<b>Subtotal Animal Control</b>	<b>\$ 368,626</b>	<b>\$ 310,744</b>	<b>\$ 311,618</b>	<b>\$ 357,657</b>
<b><u>Office Traffic Safety RAID Grant - 10143</u></b>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	25,690	43,691	22,800	22,800
Fixed Assets	69,313	-	-	-
<b>Subtotal Office Traffic Safety RAID</b>	<b>\$ 95,003</b>	<b>\$ 43,691</b>	<b>\$ 22,800</b>	<b>\$ 22,800</b>
<b><u>2010 COPS Hiring Grant - 70210</u></b>				
Salaries and Benefits	\$ 12,984	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
<b>Subtotal 2010 COPS Hiring Grant</b>	<b>\$ 12,984</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>AB 109 Post Release Comm. Sup. - 71019</u></b>				
Salaries and Benefits	\$ 9,873	\$ 1,611	\$ -	\$ 25,000
Maintenance and Operations	21,485	22,591	-	8,000
Fixed Assets	4,381	-	39,600	22,023
<b>Subtotal AB 109 Post Release Comm. Sup.</b>	<b>\$ 35,738</b>	<b>\$ 24,202</b>	<b>\$ 39,600</b>	<b>\$ 55,023</b>
<b><u>2017 Step Grant - 71027</u></b>				
Salaries and Benefits	\$ 17,626	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
<b>Subtotal 2017 Step Grant</b>	<b>\$ 17,626</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# POLICE DEPARTMENT (CONTINUED)

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>POLICE FIELD OPERATIONS - 15300 (continued)</b>				
<u><b>2018 Step Grant - 71028</b></u>				
Salaries and Benefits	\$ 144,980	\$ 31,818	\$ -	\$ -
Maintenance and Operations	6,508	-	-	-
Fixed Assets	18,311	-	-	-
<b>Subtotal 2018 Step Grant</b>	<b>\$ 169,799</b>	<b>\$ 31,818</b>	<b>\$ -</b>	<b>\$ -</b>
<u><b>2019 Step Grant - 71029</b></u>				
Salaries and Benefits	\$ -	\$ 130,175	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
<b>Subtotal 2019 Step Grant</b>	<b>\$ -</b>	<b>\$ 130,175</b>	<b>\$ -</b>	<b>\$ -</b>
<b>POLICE SUPPORT SERVICES - 15400</b>				
<u><b>Administration - 50001</b></u>				
Salaries and Benefits	\$ 526,867	\$ 535,993	\$ 532,372	\$ 584,049
Maintenance and Operations	325,395	309,228	260,473	259,998
Fixed Assets	3,100	30,838	43,000	43,000
<b>Subtotal Administration</b>	<b>\$ 855,363</b>	<b>\$ 876,059</b>	<b>\$ 835,845</b>	<b>\$ 887,047</b>
<u><b>Helicopter Patrol - 10112</b></u>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	267,890	239,831	300,000	157,500
Fixed Assets	-	-	-	-
<b>Subtotal Helicopter Patrol</b>	<b>\$ 267,890</b>	<b>\$ 239,831</b>	<b>\$ 300,000</b>	<b>\$ 157,500</b>
<u><b>Crime Investigation - 10120</b></u>				
Salaries and Benefits	\$ 3,956,072	\$ 4,273,325	\$ 4,437,036	\$ 4,871,335
Maintenance and Operations	99,900	100,870	133,600	133,600
Fixed Assets	10,605	4,845	4,000	4,000
<b>Subtotal Crime Investigation</b>	<b>\$ 4,066,577</b>	<b>\$ 4,379,040</b>	<b>\$ 4,574,636</b>	<b>\$ 5,008,935</b>
<u><b>Special Investigation Unit - 10127</b></u>				
Salaries and Benefits	\$ 1,203,454	\$ 1,728,850	\$ 1,660,324	\$ 1,820,615
Maintenance and Operations	105,408.34	191,111.15	124,700	124,700
Fixed Assets	16,219	4,263	5,000	5,000
<b>Subtotal Special Investigation Unit</b>	<b>\$ 1,325,082</b>	<b>\$ 1,924,224</b>	<b>\$ 1,790,024</b>	<b>\$ 1,950,315</b>
<u><b>Records/Information System - 10131</b></u>				
Salaries and Benefits	\$ 2,063,346	\$ 2,026,200	\$ 2,249,172	\$ 2,571,548
Maintenance and Operations	147,058	141,472	119,900	117,250
Fixed Assets	961	2,703	2,570	2,570
<b>Subtotal Records/Information System</b>	<b>\$ 2,211,365</b>	<b>\$ 2,170,374</b>	<b>\$ 2,371,642</b>	<b>\$ 2,691,368</b>
<u><b>Crime Scene Investigation/Photos - 10132</b></u>				
Salaries and Benefits	\$ 264,347	\$ 409,415	\$ 688,528	\$ 729,813
Maintenance and Operations	27,477	39,173	38,600	38,600
Fixed Assets	183	3,679	3,000	3,000
<b>Subtotal Crime Scene Investigation/Photos</b>	<b>\$ 292,007</b>	<b>\$ 452,267</b>	<b>\$ 730,128</b>	<b>\$ 771,413</b>

# POLICE DEPARTMENT (CONTINUED)

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>POLICE SUPPORT SERVICES - 15400 (continued)</b>				
<b>Youth Crime Intervention - 10135</b>				
Salaries and Benefits	\$ 1,378,080	\$ 1,967,773	\$ 1,545,508	\$ 1,737,459
Maintenance and Operations	7,007	23,330	26,800	26,800
Fixed Assets	2,074	431	1,150	1,150
<b>Subtotal Youth Crime Intervention</b>	<b>\$ 1,387,160</b>	<b>\$ 1,991,534</b>	<b>\$ 1,573,458</b>	<b>\$ 1,765,409</b>
<b>Property and Evidence - 10136</b>				
Salaries and Benefits	\$ 494,933	\$ 487,659	\$ 492,200	\$ 553,604
Maintenance and Operations	90,634	104,207	117,100	117,100
Fixed Assets	-	-	-	-
<b>Subtotal Property and Evidence</b>	<b>\$ 585,567</b>	<b>\$ 591,866</b>	<b>\$ 609,300</b>	<b>\$ 670,704</b>
<b>Jail - 10137</b>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	531,641	707,972	915,950	915,950
Fixed Assets	2,368	2,966	1,600	1,600
<b>Subtotal Jail</b>	<b>\$ 534,009</b>	<b>\$ 710,938</b>	<b>\$ 917,550</b>	<b>\$ 917,550</b>
<b>Equipment Maintenance - 10138</b>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	7,908	16,136	-	-
Fixed Assets	-	-	-	-
<b>Subtotal Equipment Maintenance</b>	<b>\$ 7,908</b>	<b>\$ 16,136</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operations - 51010</b>				
Salaries and Benefits	\$ 3,119,811	\$ 3,051,375	\$ 3,487,504	\$ 4,286,206
Maintenance and Operations	229,073	231,720	239,340	239,340
Fixed Assets	1,865	3,024	2,200	2,200
<b>Subtotal Operations</b>	<b>\$ 3,350,748</b>	<b>\$ 3,286,118</b>	<b>\$ 3,729,044</b>	<b>\$ 4,527,746</b>
<b>Technical Support/Maintenance - 51020</b>				
Salaries and Benefits	\$ 260,047	\$ 273,057	\$ 273,700	\$ 309,706
Maintenance and Operations	167,488	170,350	155,500	140,400
Fixed Assets	1,524	396	1,000	1,000
<b>Subtotal Technical Support/Maintenance</b>	<b>\$ 429,059</b>	<b>\$ 443,803</b>	<b>\$ 430,200</b>	<b>\$ 451,106</b>
<b>Emergency Services - 51040</b>				
Salaries and Benefits	\$ -	\$ 158,872	\$ 168,360	\$ 197,825
Maintenance and Operations	1,776	12,401	13,400	3,400
Fixed Assets	16,556	5,199	-	-
<b>Subtotal Emergency Services</b>	<b>\$ 18,332</b>	<b>\$ 176,472</b>	<b>\$ 181,760</b>	<b>\$ 201,225</b>
<b>EMPG - 71300</b>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	-	14,446	-	-
<b>Subtotal EMPG</b>	<b>\$ -</b>	<b>\$ 14,446</b>	<b>\$ -</b>	<b>\$ -</b>

## POLICE DEPARTMENT (CONTINUED)

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>POLICE SUPPORT SERVICES - 15400 (continued)</b>				
<b>Youth Investment Grant - 71350</b>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ 24,244
Maintenance and Operations	-	-	-	238,478
Fixed Assets	-	-	-	-
<b>Subtotal Youth Investment Grant</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 262,722</b>
Salaries and Benefits	\$ 40,392,427	\$ 43,180,073	\$ 42,684,184	\$ 41,384,393
Maintenance and Operations	4,054,963	4,523,048	6,892,842	6,325,913
Fixed Assets	248,809	129,880	143,020	125,443
<b>Total Police Department</b>	<b>\$ 44,696,199</b>	<b>\$ 47,833,000</b>	<b>\$ 49,720,046</b>	<b>\$ 47,835,749</b>



# POLICE DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Actuals	Actuals	Adopted Budget	Proposed Budget
<b>POLICE DEPARTMENT BY ACCOUNT</b>					
<b>Salaries and Benefits</b>					
Regular Salaries - Sworn	501100	\$ 13,529,257	\$ 14,887,857	\$ 14,008,288	\$ 15,626,975
Regular Salaries - Non Sworn	501200	4,403,966	4,513,227	5,498,564	5,970,102
Regular Salaries - Part time	501300	1,427,918	1,227,517	1,253,408	1,263,402
Overtime	501400	4,291,883	4,148,307	1,604,436	1,548,439
Accrual Payoff - Excess Maximum	501500	438,405	461,886	138,828	138,828
Vacation/Comp. Time Cash Out	501600	191,072	171,292	123,280	123,280
Holiday Allowance	501700	390,683	329,490	303,692	303,692
Separation Pay-Off	501800	71,119	120,406	72,956	72,956
Other Compensation	501900	1,609,309	1,677,193	1,748,708	2,075,557
TBD: Attrition	502100	-	-	-	(3,671,868)
TBD: Furlough	502200	-	-	-	(2,012,034)
Cafeteria Plan	505100	1,952,096	2,506,353	4,395,272	4,816,477
Medicare	505200	373,009	399,810	327,212	361,221
Retirement	505300	9,876,377	10,810,310	13,189,540	14,747,366
Executive Professional Development	505500	213,243	226,908	20,000	20,000
Unemployment	505800	20,167	20,167	-	-
Workers' Compensation	505900	1,603,924	1,679,349	-	-
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 40,392,427</b>	<b>\$ 43,180,073</b>	<b>\$ 42,684,184</b>	<b>\$ 41,384,393</b>

<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 103,554	\$ 91,706	\$ 65,750	\$ 63,100
Multi-Media, Promotions and Subs	510200	58,099	61,045	45,250	39,250
Small Tools and Equipment	510300	59,203	71,428	69,900	54,800
Uniform & Clothing	510400	131,859	176,358	165,500	165,500
Safety and Health	510500	174,131	177,520	154,700	154,700
Maintenance & Construction	510600	7,082	10,053	8,850	8,850
Waste Disposal	515700	1,687	5,865	2,000	2,000
Janitorial and Housekeeping	515800	110,461	112,286	121,413	121,413
Postage	520100	9,390	10,538	-	-
Telephone/Radio/Communications	520400	335,664	352,969	326,700	326,700
Meetings & Conferences	520500	19,721	16,685	12,800	12,800
Mileage Reimbursement	520600	317	11	300	300
Dues and Memberships	520700	-	32,393	36,000	35,525
Professional Development	520900	-	-	157,800	102,546
Buildings and Structures	525100	218,000	36,508	-	-
Automotive Equipment	525400	495	658	-	-
Office Equipment	525700	10,091	10,919	11,900	11,900
Other Equipment	525800	12,356	10,499	12,800	12,800
Consulting	530200	803,220	971,809	1,255,000	1,348,978
Legal	530300	-	12,926	50,000	50,000

# POLICE DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>POLICE DEPARTMENT BY ACCOUNT</b>					
<b>Maintenance and Operations (Continued)</b>					
Medical and Health Inspection	530600	87,516	87,686	84,500	84,500
Public Safety	530700	589,352	602,850	558,500	558,500
External Rent	535400	151,809	114,582	127,000	127,000
Central Services	535800	24,291	26,907	23,983	5,303
Internal Rent - Postage	535900	-	-	10,042	7,531
Internal Rent - Maintenance	536100	423,149	762,554	384,800	384,800
Internal Rent - Repl. Cost	536200	147,831	160,525	400,000	400,000
Internal Rent - IT Replacement	536300	92,010	92,010	-	-
Internal Rent - Fuel	536400	-	-	190,200	190,200
Internal Rent - General Liability	536500	-	-	544,700	275,496
Internal Rent - Workers' Comp	536600	-	-	2,042,100	1,751,758
Internal Rent - Unemployment	536700	-	-	30,354	29,663
General Liability	540100	483,671	477,172	-	-
Acquisition Costs	545500	-	36,588	-	-
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 4,054,963</b>	<b>\$ 4,523,048</b>	<b>\$ 6,892,842</b>	<b>\$ 6,325,913</b>
<b>Fixed Assets</b>					
Automotive Equipment	590500	\$ 18,311	\$ -	\$ -	\$ -
Other Equipment	590800	230,498	129,880	143,020	125,443
<b>Subtotal Fixed Assets</b>		<b>\$ 248,809</b>	<b>\$ 129,880</b>	<b>\$ 143,020</b>	<b>\$ 125,443</b>
<b>Total Police Department</b>		<b>\$ 44,696,199</b>	<b>\$ 47,833,000</b>	<b>\$ 49,720,046</b>	<b>\$ 47,835,749</b>

# POLICE DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>POLICE DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY</b>					
<b>Salaries and Benefits</b>					
Regular Salaries - Sworn	501100	\$13,024,104	\$14,212,737	\$13,897,888	\$15,485,392
Regular Salaries - Non Sworn	501200	4,403,966	4,513,227	5,498,564	5,970,102
Regular Salaries - Part time	501300	1,425,825	1,224,924	1,253,408	1,263,402
Overtime	501400	4,036,434	3,894,235	1,604,436	1,547,964
Accrual Payoff - Excess Maximum	501500	424,362	445,917	138,828	138,828
Vacation/Comp. Time Cash Out	501600	182,820	163,711	123,280	123,280
Holiday Allowance	501700	383,598	313,173	303,692	303,692
Separation Pay-Off	501800	71,119	120,406	72,956	72,956
Other Compensation	501900	1,528,919	1,586,372	1,729,508	2,060,500
TBD: Attrition	502100	-	-	-	(3,671,868)
TBD: Furlough	502200	-	-	-	(2,012,034)
Cafeteria Plan	505100	1,918,692	2,438,184	4,373,772	4,794,100
Medicare	505200	361,176	384,978	325,312	359,301
Retirement	505300	9,552,342	10,450,904	13,104,840	14,659,520
Executive Professional Development	505500	213,243	226,908	20,000	20,000
Unemployment	505800	19,526	19,509	-	-
Workers' Compensation	505900	1,596,817	1,670,279	-	-
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$39,142,945</b>	<b>\$41,665,465</b>	<b>\$42,446,484</b>	<b>\$41,115,136</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 103,554	\$ 91,706	\$ 65,750	\$ 63,100
Multi-Media, Promotions and Subs	510200	58,099	61,045	45,250	39,250
Small Tools and Equipment	510300	59,203	71,428	69,900	54,800
Uniform & Clothing	510400	131,859	176,358	165,500	165,500
Safety and Health	510500	168,550	177,520	154,700	154,700
Maintenance & Construction	510600	6,156	10,053	8,850	8,850
Waste Disposal	515700	1,687	5,865	2,000	2,000
Janitorial and Housekeeping	515800	110,461	112,286	121,413	121,413
Postage	520100	9,390	10,538	-	-
Telephone/Radio/Communications	520400	335,664	352,969	326,700	326,700
Meetings & Conferences	520500	19,721	16,685	12,800	12,800
Mileage Reimbursement	520600	317	11	300	300
Dues and Memberships	520700	-	32,393	36,000	35,525
Professional Development	520900	-	-	157,800	102,546
Buildings and Structures	525100	218,000	36,508	-	-
Automotive Equipment	525400	495	658	-	-
Office Equipment	525700	10,091	10,919	11,900	11,900
Other Equipment	525800	12,356	10,499	12,800	12,800

# POLICE DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>POLICE DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY</b>					
<b>Maintenance and Operations (Continued)</b>					
Consulting	530200	803,220	971,809	1,255,000	1,110,500
Legal	530300	-	12,926	50,000	50,000
Medical and Health Inspection	530600	87,516	87,686	84,500	84,500
Public Safety	530700	589,352	555,982	558,500	558,500
External Rent	535400	151,809	114,582	127,000	127,000
Central Services	535800	24,291	26,907	23,983	5,303
Internal Rent - Postage	535900	-	-	10,042	7,531
Internal Rent - Maintenance	536100	423,149	762,554	384,800	384,800
Internal Rent - Repl.Cost	536200	147,831	160,525	400,000	400,000
Internal Rent - IT Replacement	536300	92,010	92,010	-	-
Internal Rent - Fuel	536400	-	-	190,200	190,200
Internal Rent - General Liability	536500	-	-	544,700	275,496
Internal Rent - Workers' Comp	536600	-	-	2,042,100	1,751,758
Internal Rent - Unemployment	536700	-	-	30,354	29,663
General Liability	540100	483,671	477,172	-	-
Acquisition Costs	545500	-	36,588	-	-
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 4,048,455</b>	<b>\$ 4,476,180</b>	<b>\$ 6,892,842</b>	<b>\$ 6,087,435</b>
<b>Fixed Assets</b>					
Other Equipment	590800	\$ 230,498	\$ 129,880	\$ 143,020	\$ 125,443
<b>Subtotal Fixed Assets</b>		<b>\$ 230,498</b>	<b>\$ 129,880</b>	<b>\$ 143,020</b>	<b>\$ 125,443</b>
<b>Total Police Department</b>		<b>\$43,421,899</b>	<b>\$46,271,525</b>	<b>\$49,482,346</b>	<b>\$47,328,014</b>





**FIRE AND RESCUE DEPARTMENT**

FY | 2020-2021

## FIRE AND RESCUE DEPARTMENT

The Fire and Rescue Department is a public safety function that protects life, property and the environment through its mitigation, prevention, preparedness, response, and recovery services.

The Department is budgeted for 90 full-time staff members; 84 sworn positions and 6 non-sworn positions. Part-time staffing consists of 5.0 full-time equivalents to serve within the three divisions. The three divisions are as follows:

- *Fire Administration*
- *Fire/Rescue/Emergency Medical Services*
- *Community Risk Reduction*

The Fire Operations Division provides response services and staffs six fire stations, 24 hours a day, seven days a week, 365 days a year. The Community Risk Reduction Division provides life and fire safety planning, inspection, preparedness, and overall community risk reduction. Both divisions are supported by the Fire Administration division.

### **FIRE ADMINISTRATION - 16100**

#### *ADMINISTRATION – 50001*

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The Administration Division is responsible for the delivery of all staff and support services, working towards the most effective and efficient operations of the department. Among these services the division provides direction for strategic, operational, and emergency planning; establishes department policies and procedures; coordinates internal functions of all divisions, programs, and external functions with other City departments and community organizations; develops and manages the budget; provides oversight and coordination for department training and education; represents the department on countywide fire/rescue/emergency medical services committees; coordinates ordering and purchasing; manages the department's human resources; manages the department's records and reports; performs additional functions and duties as needed by the City Manager.

### **FIRE OPERATIONS - 16200**

#### *FIRE/RESCUE OPERATIONS – 10210*

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The Operations Division manages Fire, Rescue and Emergency Medical Services and maintains constant readiness to answer calls for assistance from the citizens and visitors of the community. The Division is also tasked with rapid response to life, health, fire, rescue, and environmental emergencies, as well as the protection of property, fire cause and origin determination, and life safety inspections and education. In addition, the fire companies are involved in comprehensive building and fire protection systems inspections, including the high-rise buildings in the South Coast Metro area and South Coast Plaza.

#### *EMERGENCY MEDICAL SERVICES – 10230*

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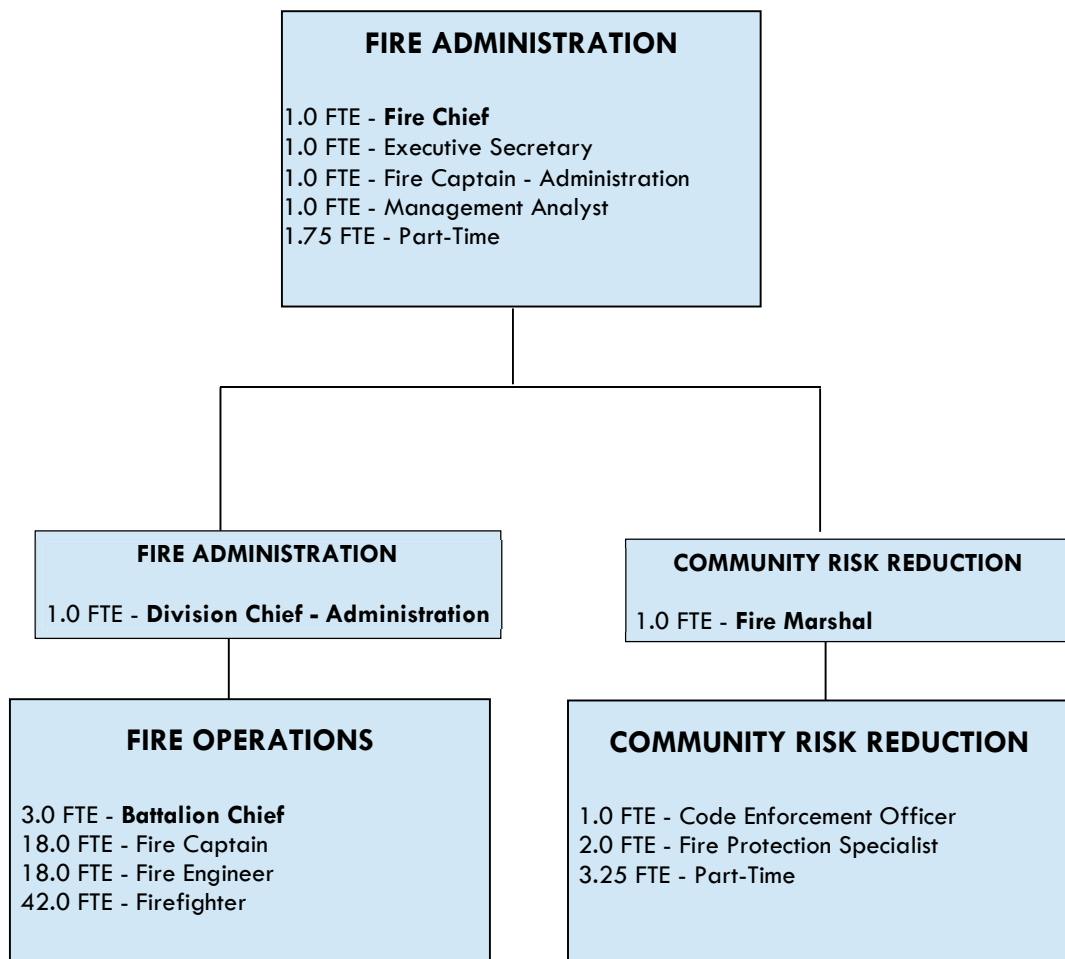
The Emergency Medical Services Division manages, supervises, and provides the functions required to support these services including; emergency planning, communications, training and education, equipment maintenance and repair, supplies, records, and quality control. Pre-hospital advanced life support (ALS) is provided by a combination of Paramedic Engine Companies and Rescue Ambulances.

## FIRE AND RESCUE DEPARTMENT (CONTINUED)

### COMMUNITY RISK REDUCTION - 16300

#### COMMUNITY RISK REDUCTION – 10220

The Community Risk Reduction Division develops and enforces local fire, life safety, property, and environmental protection standards; enforces state adopted fire and life safety codes; reviews building construction plans; conducts building construction and business inspections; investigates citizen complaints; serves on city-wide committees related to development review, group homes, homeless outreach, and marijuana business; provides training to department personnel in regard to fire and life safety codes; assists professional trades with technical fire code requirements and department community education efforts. Develops, provides, and coordinates community preparedness activities including, volunteer, outreach, education, training, and response program including; Business Preparedness Academies and Community Emergency Response Team Academies and embracing an overall strategy of community risk reduction.





### FISCAL YEAR 2019-2020 ACCOMPLISHMENTS

- Service to the community at the highest level with emphasis of serving with Respect, Integrity and Compassion.
- The first full year of CMFR's new and successful cost recovery programs; the Ambulance Transportation Program brought in over \$3 million in cost recovery funds. Community Risk Reduction Programs increased from \$170k to over \$550,000k in two years.
- Remodel of Station no. 4 training room completed.
- New Fire Engine no. 82 was officially placed into service with departments traditional "barn-push," an 18-month process start to finish.
- A strengthened commitment to improve health and safety for the departments personnel – Comprehensive Firefighter Wellness, Cancer Prevention and Behavioral Health.
- An evolution and enhancement to the departments social media, public information, and community education outreach efforts, inclusive of the inaugural launch of the CMFR's Annual Report.
- Professional development, succession planning and active leadership engagement throughout all roles and ranks of CMFR in local, regional and statewide areas of public safety and public service, including the addition of 10 new firefighters.

### FISCAL YEAR 2020-2021 GOALS


- Continue to provide service to the community at the highest level with emphasis of serving with Respect, Integrity and Compassion.
- Initiate Fire Station no. 2 rebuild project, which was deferred from FY 19/20 budget.
- Completion of Standards of Coverage (SOC) project.
- Purchase of fire apparatus, deferred from FY 19/20 budget. (1 Truck and 1 Engine)
- Initiate and place into action the second CMFR Strategic Plan (2021-2026).
- Prepare for the departments accreditation process.
- Continue to evaluate progress of Fire and Rescue's cost recovery programs (i.e., ambulance, CRR, etc.).
- Continue to enhance the Department's mental health, wellness, and cancer prevention efforts.
- Continue strong professional development and succession planning efforts.
- Continue discussion regarding Citywide Fire facility/infrastructure improvements as reflected in the Five-Year Capital Improvement Program (CIP).
- Continue to explore and evaluate innovative solutions to service, delivery and cost recovery opportunities.

## FIRE AND RESCUE DEPARTMENT (CONTINUED)

### GOALS AND OBJECTIVES

The goals and objectives of the Fire and Rescue Department were developed in alignment with the City Council's priorities.

					
Safe Community	Improving Neighborhoods	Fiscally Sustainable	Housing Commitments	Transportation Solutions	Community Engagement







#	GOALS AND OBJECTIVES						
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1	Continue to provide service to the community at the highest level with emphasis of serving with Respect, Integrity and Compassion.	✓	✓	✓			✓
2	Initiate Fire Station no. 2 rebuild project, which was deferred from FY 19/20 budget.	✓	✓				✓
3	Completion of Standards of Coverage (SOC) project.	✓	✓	✓		✓	✓
4	Purchase of fire apparatus, deferred from FY 19/20 budget. (1 Truck and 1 Engine)	✓	✓	✓			
5	Initiate and place into action the second CMFR Strategic Plan (2021-2026).	✓	✓	✓			✓
6	Prepare for the departments accreditation process.	✓	✓	✓			
7	Continue to evaluate progress of Fire and Rescue's cost recovery programs (i.e., ambulance, CRR, etc.).	✓	✓	✓	✓	✓	✓
8	Continue to enhance the Department's mental health, wellness, and cancer prevention efforts.	✓	✓				✓
9	Continue strong professional development and succession planning efforts	✓	✓	✓			

## FIRE AND RESCUE DEPARTMENT (CONTINUED)

### GOALS AND OBJECTIVES

The goals and objectives of the Fire and Rescue Department were developed in alignment with the City Council's priorities.

#	GOALS AND OBJECTIVES						
10	Continue discussion regarding Citywide Fire facility/infrastructure improvements as reflected in the Five-Year Capital Improvement Program (CIP)	✓	✓				✓
11	Continue to explore and evaluate innovative solutions to service, delivery and cost recovery opportunities.	✓	✓	✓		✓	✓

## FIRE AND RESCUE DEPARTMENT (CONTINUED)

### PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	2017	2018	2019
<b>Calls For Service</b>			
• Fire Incidents	218	261	245
• EMS	9,603	9,639	9,454
• Service Calls	430	195	461
• False Calls	447	477	477
<b>Comm. Risk Reduction Plan Checks</b>			
• Fire Systems Plans	472	531	424
• Architectural Plans	271	380	340
<b>Inspections</b>			
• Fire Prevention Inspections	6,763	6,827	**4,500
• Sprinklers	674	583	486
• Life Safety	209	274	318
• Haz-Mat Disclosure Program	\$176,000	\$0	\$0
<b>Fire Prevention Intern Program</b>			
• Hours worked	2,080	2,500	2,340
• Apartment Inspections	379	385	382
• Fire permit inspection/issued	500	523	438

## FIRE AND RESCUE DEPARTMENT (CONTINUED)

### PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	2017	2018	2019
<b>Community Education Programs</b>			
• CPR in High Schools	1,056	1,000	972
• Station Tours (participants)	951	1,041	1,274
• Special Events	30	27	31
• Volunteer Hours - CERT	9,374	9,912	10,003
• Presentations (participants)	22,239	20,187	24,317

\*The Fire and Rescue Department's performance measures and workload indicators are presented on a calendar year basis.

\*\*2019 triennial inspection program implemented. (Program is based on risk according to NFPA section 1730.)



# FIRE AND RESCUE DEPARTMENT (CONTINUED)

## BUDGET NARRATIVE

The Fiscal Year 2020-21 budget for the Fire and Rescue Department is \$27.2 million, a decrease of \$1.1 million, or 3.8 percent, compared to the adopted budget for Fiscal Year 2019-20. The decrease was primarily attributed to a vacancy attrition of \$602,732, and a 10 percent furlough of \$1,174,688. Also included in the FY 2020-21 Proposed Budget is a \$130,000 increase in the Safety and Health account. This was necessary in order to incorporate the increasing costs of operations for the ambulance services.

Expense by Fund	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>FIRE AND RESCUE DEPARTMENT BY FUNDING SOURCE</b>				
General Fund - 101	\$ 23,008,284	\$ 28,809,137	\$ 28,237,213	\$ 27,159,739
Prop -172 Fund - 202*	6,642	93,735	-	-
<b>Total Fire and Rescue Department</b>	<b>\$ 23,014,926</b>	<b>\$ 28,902,872</b>	<b>\$ 28,237,213</b>	<b>\$ 27,159,739</b>

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>FIRE AND RESCUE DEPARTMENT BY PROGRAM</b>				
<b>ADMINISTRATION - 16100</b>				
<u>Fire Administration - 50001</u>				
Salaries & Benefits	\$ 2,156,127	\$ 3,332,531	\$ 1,887,200	\$ 1,962,648
Maintenance & Operations	238,888	287,396	953,048	953,048
Fixed Assets	-	-	-	-
<b>Subtotal Fire Administration</b>	<b>\$ 2,395,015</b>	<b>\$ 3,619,927</b>	<b>\$ 2,840,248</b>	<b>\$ 2,915,696</b>

## FIRE OPERATIONS - 16200

### Response and Control - 10210

Salaries & Benefits	\$ 18,659,616	\$ 21,185,155	\$ 20,606,000	\$ 19,224,863
Maintenance & Operations	956,274	1,071,363	1,355,100	1,355,100
Fixed Assets	30,862	96,271	25,000	25,000
<b>Subtotal Response and Control</b>	<b>\$ 19,646,752</b>	<b>\$ 22,352,789</b>	<b>\$ 21,986,100</b>	<b>\$ 20,604,963</b>

### Emergency Medical Aid - 10230

Salaries & Benefits	\$ 30,181	\$ 36,978	\$ -	\$ -
Maintenance & Operations	211,100	1,979,070	2,409,200	2,539,200
Fixed Assets	9,701	4,591	10,000	10,000
<b>Subtotal Emergency Medical Aid</b>	<b>\$ 250,983</b>	<b>\$ 2,020,638</b>	<b>\$ 2,419,200</b>	<b>\$ 2,549,200</b>

## COMMUNITY RISK REDUCTION - 16300

### Fire Prevention - 10220

Salaries & Benefits	\$ 496,110	\$ 644,581	\$ 805,300	\$ 903,515
Maintenance & Operations	226,067	264,937	186,365	186,365
Fixed Assets	-	-	-	-
<b>Subtotal Fire Prevention</b>	<b>\$ 722,177</b>	<b>\$ 909,518</b>	<b>\$ 991,665</b>	<b>\$ 1,089,880</b>

\*Prop 172 was combined with the General Fund effective Fiscal Year 2019-20

## FIRE AND RESCUE DEPARTMENT (CONTINUED)

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Projected	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>TOTAL FIRE AND RESCUE DEPARTMENT</b>				
Salaries & Benefits	\$ 21,342,034	\$ 25,199,245	\$ 23,298,500	\$ 22,091,026
Maintenance & Operations	1,632,329	3,602,766	4,903,713	5,033,713
Fixed Assets	40,563	100,861	35,000	35,000
<b>Total Fire and Rescue Department</b>	<b>\$ 23,014,926</b>	<b>\$ 28,902,872</b>	<b>\$ 28,237,213</b>	<b>\$ 27,159,739</b>



# FIRE AND RESCUE DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>FIRE AND RESCUE DEPARTMENT BY ACCOUNT</b>					
<b>Salaries and Benefits</b>					
Regular Salaries - Sworn	501100	\$ 8,413,275	\$ 8,944,754	\$ 8,970,600	\$ 9,038,255
Regular Salaries - Non Sworn	501200	425,804	491,699	527,200	568,094
Regular Salaries - Part time	501300	173,667	175,490	241,300	259,055
Overtime	501400	2,917,661	3,373,275	2,015,000	2,015,000
Accrual Payoff - Excess Maximum	501500	55,986	56,460	32,600	32,600
Vacation/Comp. Time Cash Out	501600	76,152	72,928	51,800	51,800
Holiday Allowance	501700	342,954	391,051	331,000	437,045
Separation Pay-Off	501800	85,143	61,422	41,400	41,400
Other Compensation	501900	597,175	661,146	973,200	1,043,880
TBD: Attrition	502100	-	-	-	(602,732)
TBD: Furlough	502200	-	-	-	(1,174,688)
Cafeteria Plan	505100	1,580,045	2,085,306	2,250,100	2,271,359
Medicare	505200	192,723	215,507	161,600	164,574
Retirement	505300	5,550,100	7,715,510	7,689,400	7,931,284
Longevity	505400	2,768	2,768	2,800	3,600
Executive Professional Development	505500	106,671	121,088	10,500	10,500
Unemployment	505800	11,848	11,848	-	-
Workers' Compensation	505900	810,063	818,993	-	-
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 21,342,034</b>	<b>\$ 25,199,245</b>	<b>\$ 23,298,500</b>	<b>\$ 22,091,026</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 11,652	\$ 14,405	\$ 12,000	\$ 12,000
Multi-Media, Promotions and Subs	510200	18,188	42,141	20,100	20,100
Small Tools and Equipment	510300	71,439	111,200	72,900	72,900
Uniform & Clothing	510400	151,769	163,685	145,900	145,900
Safety and Health	510500	190,658	317,022	203,000	333,000
Maintenance & Construction	510600	40,418	34,982	32,500	32,500
Fuel	510800	72	-	-	-
Waste Disposal	515700	-	687	2,000	2,000
Janitorial and Housekeeping	515800	20,721	19,280	13,200	13,200
Postage	520100	2,066	2,456	-	-
Legal Advertising/Filing Fees	520200	385	-	-	-
Telephone/Radio/Communications	520400	51,519	63,547	72,500	72,500
Meetings & Conferences	520500	7,123	5,381	4,100	4,100
Professional Development	520900	-	-	128,605	128,605
Buildings and Structures	525100	3,777	36,427	2,500	2,500
Landscaping and Sprinklers	525200	-	300	-	-

# FIRE AND RESCUE DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Actuals	Actuals	Adopted Budget	Proposed Budget
<b>FIRE AND RESCUE DEPARTMENT BY ACCOUNT</b>					
<b>Maintenance and Operations (Continued)</b>					
Office Equipment	525700	52,142	4,869	2,700	2,700
Other Equipment	525800	37,442	30,631	24,000	24,000
Consulting	530200	106,784	111,088	75,000	75,000
Engineering and Architectural	530400	144,529	162,342	142,000	142,000
Financial & Information Svcs	530500	-	119,984	240,000	240,000
Medical and Health Inspection	530600	8,058	80	5,000	5,000
Public Safety*	530700	-	1,555,450	1,850,000	1,850,000
External Rent	535400	343	3,263	-	-
Central Services	535800	17,650	16,219	14,958	14,958
Internal Rent - Postage	535900	-	-	2,744	2,744
Internal Rent - Maintenance	536100	247,167	332,012	355,900	355,900
Internal Rent - Repl.Cost	536200	345,785	330,063	511,500	511,500
Internal Rent - IT Replacement	536300	18,850	18,850	-	-
Internal Rent - Fuel	536400	-	-	193,400	193,400
Internal Rent - General Liability	536500	-	-	213,400	213,400
Internal Rent - Workers' Comp	536600	-	-	536,100	536,100
Internal Rent - Unemployment	536700	-	-	12,206	12,206
General Liability	540100	69,096	89,072	-	-
Taxes & Assessments	540700	13,479	13,618	13,900	13,900
Other Costs	540900	1,218	608	1,600	1,600
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 1,632,329</b>	<b>\$ 3,599,663</b>	<b>\$ 4,903,713</b>	<b>\$ 5,033,713</b>
<b>Fixed Assets</b>					
Office Furniture	590600	\$ -	\$ 23,783	\$ -	\$ -
Other Equipment	590800	40,563	80,182	35,000	35,000
<b>Subtotal Fixed Assets</b>		<b>\$ 40,563</b>	<b>\$ 103,965</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
<b>Total Fire and Rescue Department</b>		<b>\$ 23,014,926</b>	<b>\$ 28,902,872</b>	<b>\$ 28,237,213</b>	<b>\$ 27,159,739</b>

\*Includes Ambulance Program Contractual Services.

# FIRE AND RESCUE DEPARTMENT (CONTINUED)

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Expense by Account		FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Actuals	Actuals	Adopted Budget	Proposed Budget
<b>FIRE AND RESCUE DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY</b>					
<b>Salaries and Benefits</b>					
Regular Salaries - Sworn	501100	\$ 8,413,275	\$ 8,944,754	\$ 8,970,600	\$ 9,038,255
Regular Salaries - Non Sworn	501200	425,804	491,699	527,200	568,094
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Other Compensation	501900	597,175	661,146	973,200	1,043,880
TBD: Attrition	502100	-	-	-	(602,732)
TBD: Furlough	502200	-	-	-	(1,174,688)
Cafeteria Plan	505100	1,580,045	2,085,306	2,250,100	2,271,359
Medicare	505200	192,723	215,507	161,600	164,574
Retirement	505300	5,550,100	7,715,510	7,689,400	7,931,284
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Executive Professional Development	505500	106,671	121,088	10,500	10,500
Unemployment	505800	11,848	11,848	-	-
Workers' Compensation	505900	810,063	818,993	-	-
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$21,342,034</b>	<b>\$25,199,245</b>	<b>\$23,298,500</b>	<b>\$22,091,026</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 11,652	\$ 14,405	\$ 12,000	\$ 12,000
Multi-Media, Promotions and Subs	510200	18,188	42,141	20,100	20,100
Small Tools and Equipment	510300	71,439	92,386	72,900	72,900
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Safety and Health	510500	190,658	317,022	203,000	333,000
Maintenance & Construction	510600	40,418	34,982	32,500	32,500
Fuel	510800	72	-	-	-
Waste Disposal	515700	-	687	2,000	2,000
Janitorial and Housekeeping	515800	20,721	19,280	13,200	13,200
Postage	520100	2,066	2,456	-	-
Legal Advertising/Filing Fees	520200	385	-	-	-
Telephone/Radio/Communications	520400	51,519	63,547	72,500	72,500
Meetings & Conferences	520500	7,123	5,381	4,100	4,100
Professional Development	520900	-	-	128,605	128,605
Buildings and Structures	525100	3,777	36,427	2,500	2,500
Landscaping and Sprinklers	525200	-	300	-	-
Office Equipment	525700	52,142	4,869	2,700	2,700

# FIRE AND RESCUE DEPARTMENT (CONTINUED)

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>FIRE AND RESCUE DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY</b>					
<b>Maintenance and Operations (Continued)</b>					
Other Equipment	525800	37,442	30,631	24,000	24,000
Consulting	530200	106,784	111,088	75,000	75,000
Engineering and Architectural	530400	144,529	162,342	142,000	142,000
Financial & Information Svcs	530500	-	119,984	240,000	240,000
Medical and Health Inspection	530600	8,058	80	5,000	5,000
Public Safety*	530700	-	1,555,450	1,850,000	1,850,000
External Rent	535400	343	3,263	-	-
Central Services	535800	17,650	16,219	14,958	14,958
Internal Rent - Postage	535900	-	-	2,744	2,744
Internal Rent - Maintenance	536100	247,167	332,012	355,900	355,900
Internal Rent - Repl.Cost	536200	345,785	330,063	511,500	511,500
Internal Rent - IT Replacement	536300	18,850	18,850	-	-
Internal Rent - Fuel	536400	-	-	193,400	193,400
Internal Rent - General Liability	536500	-	-	213,400	213,400
Internal Rent - Workers' Comp	536600	-	-	536,100	536,100
Internal Rent - Unemployment	536700	-	-	12,206	12,206
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Taxes & Assessments	540700	13,479	13,618	13,900	13,900
Other Costs	540900	1,218	608	1,600	1,600
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 1,632,329</b>	<b>\$ 3,580,849</b>	<b>\$ 4,903,713</b>	<b>\$ 5,033,713</b>
<b>Fixed Assets</b>					
Office Furniture	590600	\$ -	\$ 20,679	\$ -	\$ -
Other Equipment	590800	33,921	8,364	35,000	35,000
<b>Subtotal Fixed Assets</b>		<b>\$ 33,921</b>	<b>\$ 29,043</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
<b>Total Fire and Rescue Department</b>		<b>\$23,008,284</b>	<b>\$28,809,137</b>	<b>\$28,237,213</b>	<b>\$27,159,739</b>

\*Includes Ambulance Program Contractual Services.



## DEVELOPMENT SERVICES DEPARTMENT

The Development Services Department is a Community Development function. The Department has forty full-time positions composed of one department director, one assistant director, two managers, nine supervisors, twenty-three professional and four office support positions. Part-time staffing consists of 8.04 full-time equivalents. The Department is comprised of five divisions, each division allocated into different programs. The five divisions are as follows:

- *Administration*
- *Planning*
- *Building Safety*
- *Community Improvement*
- *Housing and Community Development*

### DEVELOPMENT SERVICES ADMINISTRATION - 18100

#### *DEVELOPMENT SERVICES ADMINISTRATION AND ECONOMIC DEVELOPMENT – 50001*

Administration directs and coordinates the Department's activities; provides support to the City Manager; and serves as a liaison to the City Council, Planning Commission, Housing and Public Service Grant Committee, Mobile Home Park Advisory Committee, Successor Agency, Oversight Board, and Costa Mesa Housing Authority. Administration directs and coordinates the City's economic development activities. The Economic Development team works toward attraction and retention of key businesses in Costa Mesa. Efforts to-date include streamlining the application and approval processes, marketing Costa Mesa on a regional and nationwide basis, and improving the business climate within the City. Staff has also facilitated new companies locating into Costa Mesa, existing companies expanding through responsive customer services, and has reached out to departing businesses for exit interviews to understand, and when appropriate address, their reasons for leaving.

The Economic Development team works closely with the Costa Mesa Chamber of Commerce and Travel Costa Mesa Conference and Visitor Bureau to promote the City. The Economic Development program is focused on promoting a business-friendly atmosphere from very low business license fees to expedited services to facilitating business establishment. The Department monitors economic trends and quarterly financial reports on the City's sales tax and major retail performance compared to other Orange County cities. Staff assists new businesses in relocating into the City and existing businesses in expanding or relocating within the City, as well as helping to promote shopping within the City and supporting the "Harbor Boulevard of Cars," and "Shop Local This Holiday Season," campaigns. The team provides updates to the City's Finance Advisory Committee and elected and appointed officials; updates the Community Economic Profile information; maintains "Space Available" under "Doing Business" on the City's website; and publishes "An Applicant's Guide to Entitlement Processing in the City of Costa Mesa."

### PLANNING - 18200

#### *PLANNING – 20320*

The Planning Division is responsible for implementing the Zoning Code and the goals, policies, and objectives of the City's General Plan. Planning staff provides comprehensive City planning services in both long-range planning and development review. The division's role is to promote quality of life in the city and maintain the public health, safety, and general welfare of its business and residential communities. The Planning Division supports City decision-makers including the Director of Development Services, City Manager, Zoning Administrator, Planning Commission and City Council. On a daily basis, Planning staff maintains and implements the City's General Plan, Area Plans and Zoning Ordinance; tracks socio-economic and demographic trends; coordinates with regional planning agencies; provides high-quality customer service to Costa Mesa residents

## DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

and businesses; and promotes balanced development patterns through the oversight of land use entitlement requests for private development projects.

### *PLANNING COMMISSION – 20360*

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The Planning Division provides staff support to the Planning Commission, a seven-member advisory board to the City Council on land use and community development issues and applications. The Planning Commission decides on discretionary planning applications (e.g. conditional use permits, variances, master plans, design reviews, subdivision maps, and residential developments). As an advisory body to the City Council, the Planning Commission also makes recommendations to the City Council for projects such as rezones, General Plan amendments, Zoning Code amendments, Specific Plans and other planning and land development matters.

## **BUILDING SAFETY - 18300**

### *PERMIT & PLAN CHECK SERVICES – 20410*

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The Building Division provides local enforcement of mandatory State building codes and standards and municipal ordinances related to the construction, modification, use, and occupancy of private and public buildings and properties. The division enforces the Costa Mesa Municipal Code and provides a variety of daily services such as permit issuance and plan check for new construction and the modification of existing structures. The division oversees the routing of plans and coordination of approvals from other City departments. It also calculates and collects fees related to development and other projects requiring plan review and/or a building permit.

### *INSPECTION SERVICES – 20410*

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The Building Division provides inspection of building construction and tenant improvement activities for compliance with applicable State and local codes; conducts damage assessment, evaluation and determination of building safety following a major disaster, such as an earthquake; investigates building construction, illegal conversions, and disabled access and other building-related complaints generated by the public through the Costa Mesa Connect app.

## **COMMUNITY IMPROVEMENT - 18400**

The Community Improvement Division works in partnership with the public to promote and maintain a safe and desirable living and working environment by applying the division's resources to the City Council's priorities. The division achieves this in the following areas of focus:

### *CODE ENFORCEMENT – 20350*

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Code Enforcement provides strategic enforcement of the Municipal Code related to land use, building construction, building occupancy, private property maintenance, and signage. Such enforcement may be the result of complaints received from citizens or may be initiated by code enforcement officers on a proactive basis. Code Enforcement is also responsible for implementation and enforcement of zoning regulations and operating requirements for group homes, residential care facilities, and offsite service providers. Code Enforcement also performs lodging inspections in conjunction with the Orange County Health Department. The division inspects the City's stock of lodging establishments for compliance with the Municipal Code, State Health & Safety laws, and other concerns that often lead to blighted conditions at these locations. Finally, Code Enforcement is responsible for the enforcement of the City's restrictions on the illegal cultivation and retail sales of recreational and medical marijuana, including nuisance abatement for any use, structure, or property used for these operations in close collaboration with the Police Department and State of California's Bureau of Cannabis Control.



## DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

### *MARIJUANA BUSINESS PERMITTING/INSPECTIONS – 20350*

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The Community Improvement Division provides inspections related to the issuance of permits to marijuana businesses after a thorough vetting through the application process outlined in Measure X, as well as close coordination and routine inspections of City-approved businesses to ensure such facilities maintain compliance with all applicable regulations.

### **HOUSING AND COMMUNITY DEVELOPMENT – 11310/11320**

#### *PUBLIC SERVICES PROGRAMS – 20421*

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The Housing and Community Development division (HCD) solicits public service sub-recipient grant applicants for HUD-qualified activities and reviews, recommends and presents preliminary applications to the Housing and Public Service Grants Ad-hoc Committee for recommendation to the City Council. HCD staff coordinates and implements public service grants allocated by the City Council and funded through the CDBG program. Public service grants are awarded to nonprofit agencies that provide services such as: homelessness prevention; homeless services; youth, senior and disabled services; and other eligible uses through the City's annual CDBG funding allocation. The City contracts with the Fair Housing Foundation to provide fair housing services to the community. HCD staff monitors all sub-recipients to ensure compliance and performance.

#### *SINGLE FAMILY HOUSING REHABILITATION – 20422*

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HCD promotes the HUD-funded program for eligible, very low-income, single-family Costa Mesa homeowners, by providing technical assistance to program participants including how to apply for grants (up to \$15,000) and/or deferred low-interest loans (up to \$50,000). Property rehabilitation is limited to interior and exterior residential property improvements addressing basic code and building violations, lead-based paint hazards, and other non-luxury repairs. HCD staff performs income qualification, coordinates homeowner work write-ups, loan documentation, ongoing loan management and monitoring, processes requests for loan refinance, loan subordination and loan payoff, and conducts compliance monitoring through the life of each loan.

#### *CDBG ADMINISTRATION – 20427*

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HCD provides technical assistance to government and nonprofit service providers; administers, coordinates and implements the City's federally-funded CDBG programs and capital improvement projects, as approved by the City Council; and assures that sub-recipients receiving grant funding maintain HUD compliance. Included in these programs are community outreach, soliciting requests for Capital Improvement Projects from other City divisions and departments, providing technical assistance in meeting HUD requirements, reviewing projects submitted for compliance with HUD requirements, and presentation of projects to the City Council for consideration and coordination of progress reporting requirements on all projects undertaken.

#### *HOME ADMINISTRATION – 20440*

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HCD coordinates and implements the City's federally funded HOME programs, as approved by the City Council to enhance decent housing and suitable living environments for low and moderate-income residents. HCD staff prepares, reviews, implements, and provides updated recommendations to the City Council, as needed, to be consistent with City goals and objectives, and HUD Regulations, as may be changed from time to time.

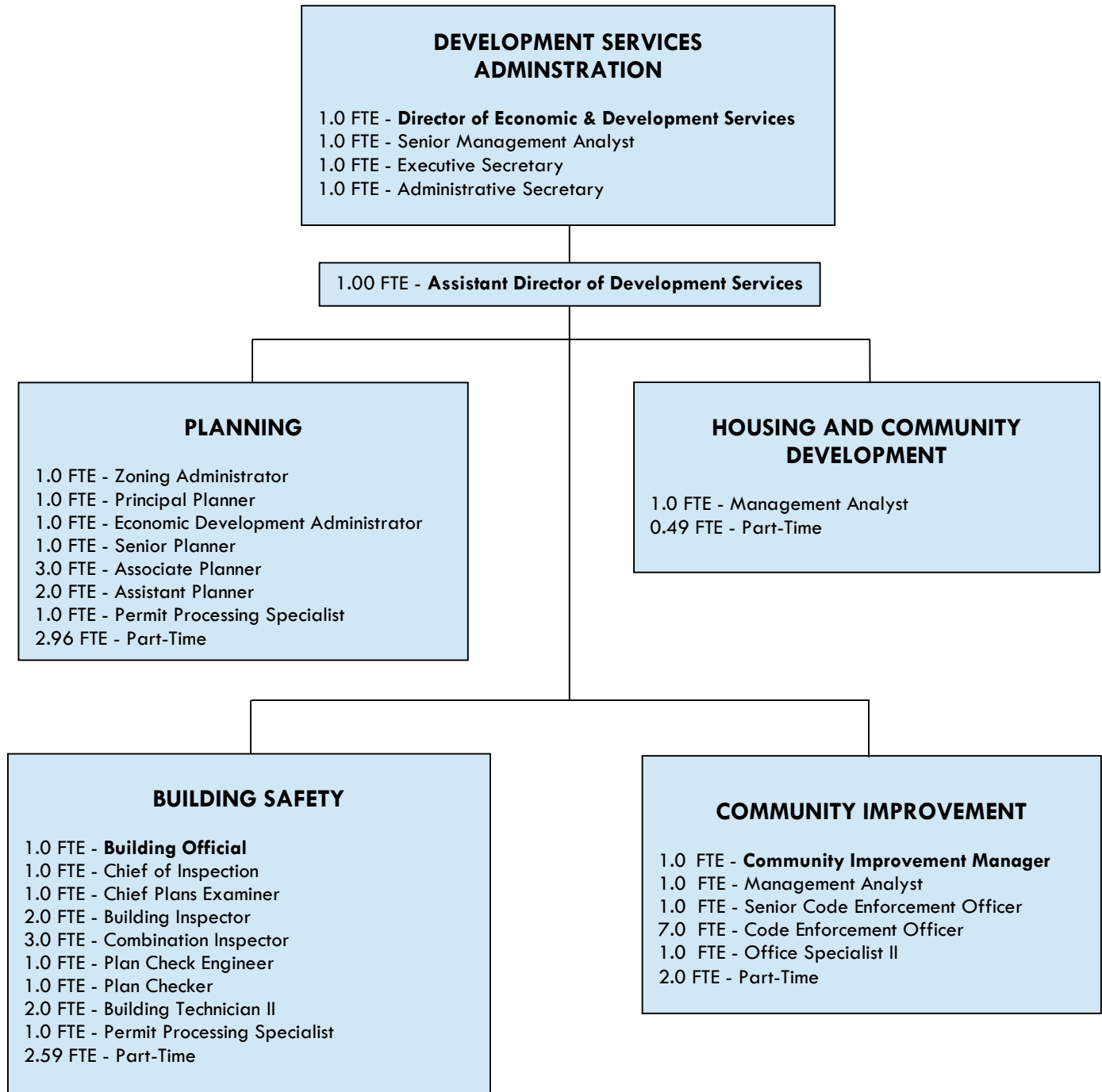
#### *HOME PROJECTS – 20445*

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HCD supports and presents HOME Projects for review and approval by the City Council and monitors and meets regulatory reporting requirements for the City's affordable housing projects funded with HOME grant funds.



## DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)



### FISCAL YEAR 2019-2020 ACCOMPLISHMENTS

- Development Services staff assisted over 15,000 walk-in customers at the Planning and Building counters and over 16,300 customers over the phone in Fiscal Year 2019-2020.
- Development Services staff maintained an average wait time of less than 15 minutes at the public counter and received a customer service rating of 9 out of 10 from customers surveyed.
- Planning staff processed over 150 Zoning Administrator, Planning Commission and City Council agenda items and completed updates to the Accessory Dwelling Unit (ADU) Ordinance and the Wireless Facilities Ordinance. Staff also began a series of Zoning Code cleanups aimed at improving and streamlining city standards.
- The Planning and Building Divisions continued to permit new housing units throughout the City, and began processing entitlements for a 1,057-unit residential development proposal that includes an affordable housing component north of the I-405 Freeway.
- The Planning and Building Divisions permitted a significant number of commercial, industrial and institutional businesses in Fiscal Year 2019-20, including entitlements for: 1) The Press located at 1375 Sunflower and proposed to include office uses and 65,000 square feet of retail and restaurant uses; 2) an office expansion at Vans Headquarters located at 1588 South Coast Drive; 3) the re-use of the Trinity Broadcast site by Education First, an international language school; 4) a new Fletcher Jones-Audi car dealership located at 1275 Bristol Street; and 5) The Plant, a mixed use project located in the SoBECA area.
- Kicked off an 18-month implementation process for a new Land Management System and permitting software. The new system will replace 20-year-old technology that is no longer supported and will provide for improved accuracy, efficiency, transparency, and customer service.
- Prepared the City's draft Economic Development Strategic Plan to be presented to the City Council shortly after the end of the fiscal year. Launched online business insight tools to facilitate site selection for new businesses in Costa Mesa.
- Coordinated with the Public Services Department to prepare new guidelines consistent with SB 743, which mandates the use of Vehicle Miles Traveled (VMT) as the metric for assessing traffic impacts in environmental documents while still ensuring community-accepted service levels are maintained.
- Development Services staff, along with the Fire Department, continued to expedite plan check services to help approved marijuana businesses open and operate successfully. The City has approved over 30 marijuana manufacturing and distribution businesses in Costa Mesa.
- The Community Improvement Division staff identified 14 illegal dispensaries; four of those locations have since closed and 10 have received citations.
- Community Improvement Division staff actively enforced the City's Group Home Ordinances resulting in the closure of 21 unpermitted locations.
- Staff processed an expedited Code Amendment and other entitlements to allow a permanent bridge homeless shelter site at 3175 Airway Drive.
- The Planning Division has a new fee schedule that allows for cost recovery, plus an annual escalator.
- Adopted California Building Code 2019.
- Began preparation of the City's Housing Element update.
- The City has contracted with six plan check firms that provide customers the option of accelerated plan review, five to ten working days.

## DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

- Community Improvement Division staff completed one neighborhood community event and conducted two receiverships that dealt with nuisance/substandard conditions at residential homes.
- Community Improvement Division staff responded to 1,806 complaints and approximately 100 building code violations.

### FISCAL YEAR 2020-2021 GOALS







- Assist a high volume of customers at the Planning and Building counters with minimal wait times and a high level of customer satisfaction.
- Manage a high volume of development applications, while promoting high-quality neighborhoods and businesses in Costa Mesa. Significant anticipated development and entitlement projects in Fiscal Year 20-21 include: The Press, Audi dealership, One Metro West, Education First, Symphony Apartments, Vans Headquarters, OC Museum of Art, former Costa Mesa Motor Inn site, and The Plant and The Campout within SoBECA.
- Provide the public and decision-makers with high quality, professional staff reports, recommendations, information and materials.
- Fill vacant positions and provide adequate staffing and training levels in order to provide excellent customer service.
- Complete and implement the City's Economic Development Strategic Plan. Continue to promote business development and retention of high-quality businesses and jobs in Costa Mesa.
- Complete the SoBECA Parking Study including identifying specific strategies for parking solutions in this growing area of the City area.
- Substantial completion of the City's 2021-2029 Housing Element Update toward HCD certification by October 2021. Begin preparations for Zoning and General Plan changes necessary to implement the Housing Element and plan for nearly 12,000 new housing units in Costa Mesa in compliance with State law.
- Prepare an Inclusionary Housing Ordinance for City Council consideration.
- Launch a fully-integrated GIS platform and a new Land Management System and permitting software.
- Leverage marijuana tax reduction to attract new businesses and assist the remaining approved marijuana businesses through the plan check process toward becoming operational in Fiscal Year 20-21. Continue to improve and streamline marijuana business processes, outreach to local businesses through the Chamber of Commerce, and enforce City ordinances prohibiting illegal dispensaries.
- Expedite plan review and inspections to meet the goal of opening the Permanent Bridge Shelter in Fiscal Year 20-21.
- Identify possible nuisance properties through police reports, Community Improvement Neighborhood Events, field observations, and community complaints.

## DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

### GOALS AND OBJECTIVES







The goals and objectives of the Development Services Department were developed in alignment with the City Council's priorities.

					
Safe Community	Improving Neighborhoods	Fiscally Sustainable	Housing Commitments	Transportation Solutions	Community Engagement

#	GOALS AND OBJECTIVES						
1	Ensure that properties are repaired and maintained at the highest standards.	✓	✓				
2	Enforce Group Home Ordinances to ensure Code compliance in the city's single family and multi-family zones.	✓	✓				
3	Improve cooperation with the State to honor the intent of local group home regulations.	✓	✓				
4	Respond to citizen complaints within two working days from receipt of complaint.	✓	✓				✓
5	Implement a fully integrated GIS platform and land management system with permitting software.			✓			✓
6	Complete the SoBECA Parking Study and promote parking solutions City-wide.					✓	
7	Complete permitting work to allow for a homeless shelter location in the City and expedite plan review and inspections to open the Bridge Shelter in 2020.				✓		
8	Provide support to marijuana businesses through the permitting process to ensure compliance with local and State laws.	✓	✓	✓			

## DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

### GOALS AND OBJECTIVES

#	GOALS AND OBJECTIVES						
9	Promote business development (Keeping the City Fiscally Sustainable).			✓			

## DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

### PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	<b>FY 18-19 Actuals</b>	<b>FY 19-20 Adopted</b>	<b>FY 20-21 Proposed</b>
Customer satisfaction rating (out of 10 points)	9	9	9
Average wait time for counter customers (mins)	11.54	12	11
Customers assisted at the planning and building counters	16,734	16,834	15,000
Number of customers assisted by phone	69,746	70,000	70,000
Total planning applications received	261	260	150
Number of report items to city council	39	40	45
Number of building permits issued	3,032	3,000	2,850
Number of inspections performed	28,012	29,000	32,000
Number of plan checks performed	1,080	1,300	1,450
Code enforcement cases	1,806	1,165	1,165
Number of code violations cleared	1,633	1,006	1,006
Number of criminal court cases	6	6	4
Number of administrative citations issued	424	450	450
SUP applications for group home received	1	2	2
CUP applications for group homes received	1	2	2
Director's hearings conducted	4	2	1
Marijuana business permit applications received	8	10	2



## DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

### BUDGET NARRATIVE

The Fiscal Year 2020-21 budget for the Development Services Department is \$7.6 million, a decrease of \$356,436, or 4.5 percent, compared to the adopted budget for Fiscal Year 2019-20. The decrease was primarily attributed to salaries and benefits of \$310,949. There was vacancy attrition incorporated in the Fiscal Year 2020-2021 Proposed Budget of \$411,263. Additionally, there is a decrease of \$42,937 for operational reductions, which is primarily attributed to reductions in consulting. There is a decrease of General Fund maintenance and operations of \$302,483, which is offset with an increase in maintenance and operations of \$259,546 in the HOME and CDBG funds. The HOME and CDBG funds will be reimbursed through the federal programs.

Expense by Fund	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>DEVELOPMENT SERVICES DEPARTMENT BY FUNDING SOURCE</b>				
General Fund - 101	\$ 5,601,397	\$ 6,250,876	\$ 6,950,075	\$ 6,325,666
HOME Program Fund - 205	275,946	168,918	306,462	580,819
CDBG Fund - 207	438,128	535,540	728,027	721,643
Rental Rehab Program Fund - 216	-	80,000	-	-
<b>Total Development Services Department</b>	<b>\$ 6,315,471</b>	<b>\$ 7,035,334</b>	<b>\$ 7,984,564</b>	<b>\$ 7,628,128</b>

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>DEVELOPMENT SERVICES DEPARTMENT BY PROGRAM</b>				
<b>ADMINISTRATION - 18100</b>				
<u>Development Services Administration - 50001</u>				
Salaries and Benefits	\$ 804,427	\$ 816,553	\$ 728,800	\$ 317,321
Maintenance and Operations	194,488	187,539	139,127	119,612
Fixed Assets	-	6,204	7,200	7,200
<b>Subtotal Development Services Admin.</b>	<b>\$ 998,915</b>	<b>\$ 1,010,297</b>	<b>\$ 875,127</b>	<b>\$ 444,133</b>

### PLANNING - 18200

#### Planning - 20320

Salaries and Benefits	\$ 1,333,345	\$ 1,619,870	\$ 1,828,547	\$ 1,890,860
Maintenance and Operations	197,161	355,259	208,520	117,740
Fixed Assets	8,715	10,943	-	-
<b>Subtotal Planning</b>	<b>\$ 1,539,221</b>	<b>\$ 1,986,072</b>	<b>\$ 2,037,067</b>	<b>\$ 2,008,600</b>

#### Planning Commission - 20360

Salaries and Benefits	\$ -	\$ 500	\$ -	\$ -
Maintenance and Operations	27,589	28,790	36,940	34,440
Fixed Assets	-	-	-	-
<b>Subtotal Planning Commission</b>	<b>\$ 27,589</b>	<b>\$ 29,290</b>	<b>\$ 36,940</b>	<b>\$ 34,440</b>



## DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>BUILDING SAFETY - 18300</b>				
<b><u>Building Safety - 20410</u></b>				
Salaries and Benefits	\$ 1,394,971	\$ 1,840,033	\$ 2,245,300	\$ 2,245,086
Maintenance and Operations	295,524	185,930	253,037	225,967
Fixed Assets	7,439	375	4,000	-
<b>Subtotal Building Safety</b>	<b>\$ 1,697,934</b>	<b>\$ 2,026,338</b>	<b>\$ 2,502,337</b>	<b>\$ 2,471,053</b>
<b>COMMUNITY IMPROVEMENT - 18400</b>				
<b><u>Code Enforcement - 20350</u></b>				
Salaries and Benefits	\$ 1,170,559	\$ 1,183,689	\$ 1,547,113	\$ 1,568,836
Maintenance and Operations	320,654	134,707	260,217	95,213
Fixed Assets	2,200	6,476	-	-
<b>Subtotal Code Enforcement</b>	<b>\$ 1,493,414</b>	<b>\$ 1,324,872</b>	<b>\$ 1,807,330</b>	<b>\$ 1,664,049</b>
<b>HOUSING ADMINISTRATION - 11310</b>				
<b><u>Public Service Programs - 20421</u></b>				
Salaries and Benefits	\$ -	\$ 23,147	\$ -	\$ -
Maintenance and Operations	144,653	138,177	162,000	170,400
Fixed Assets	-	-	-	-
<b>Subtotal Public Service Programs</b>	<b>\$ 144,653</b>	<b>\$ 161,324</b>	<b>\$ 162,000</b>	<b>\$ 170,400</b>
<b><u>CDBG Administration - 20427</u></b>				
Salaries and Benefits	\$ 29,776	\$ 73,979	\$ 44,800	\$ 58,518
Maintenance and Operations	107,663	133,657	169,235	150,452
Fixed Assets	-	522	-	2,000
<b>Subtotal CDBG Administration</b>	<b>\$ 137,439</b>	<b>\$ 208,157</b>	<b>\$ 214,035</b>	<b>\$ 210,970</b>
<b><u>CDBG Housing Rehab Admin. - 20455</u></b>				
Salaries and Benefits	\$ 360	\$ 40,066	\$ 42,600	\$ 43,323
Maintenance and Operations	-	-	666	341
Fixed Assets	-	-	-	-
<b>Subtotal CDBG Housing Rehab Admin.</b>	<b>\$ 360</b>	<b>\$ 40,066</b>	<b>\$ 43,266</b>	<b>\$ 43,664</b>
<b>HOME - 11320</b>				
<b><u>Single Family Housing Rehab. - 20422</u></b>				
Salaries and Benefits	\$ 49,671	\$ 36,517	\$ 38,900	\$ 41,227
Maintenance and Operations	160,864	100,585	234,351	158,772
Fixed Assets	-	-	-	-
<b>Subtotal Single Family Housing Rehab</b>	<b>\$ 210,535</b>	<b>\$ 137,102</b>	<b>\$ 273,251</b>	<b>\$ 199,999</b>
<b><u>HOME Program - 20440</u></b>				
Salaries and Benefits	\$ 47,795	\$ 9,614	\$ 9,000	\$ 8,939
Maintenance and Operations	17,616	22,203	23,661	41,642
Fixed Assets	-	-	550	-
<b>Subtotal HOME Program</b>	<b>\$ 65,411</b>	<b>\$ 31,816</b>	<b>\$ 33,211</b>	<b>\$ 50,581</b>

## DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Projected	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>HOME - 11320 (continued)</b>				
<b><u>HOME Projects - 20445</u></b>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	180,238
Fixed Assets	-	-	-	-
<b>Subtotal HOME Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 180,238</b>
<b><u>Tenant Based Rental Assistance - 20448</u></b>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	150,000
Fixed Assets	-	-	-	-
<b>Subtotal TBRA Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>
<b><u>CalHome - 20460</u></b>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	-	80,000	-	-
Fixed Assets	-	-	-	-
<b>Subtotal HOME Projects</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEVELOPMENT SERVICES DEPARTMENT</b>				
Salaries and Benefits	\$ 4,830,905	\$ 5,643,967	\$ 6,485,060	\$ 6,174,111
Maintenance and Operations	1,466,212	1,366,847	1,487,754	1,444,817
Fixed Assets	18,353	24,520	11,750	9,200
<b>Total Development Services Department</b>	<b>\$ 6,315,471</b>	<b>\$ 7,035,334</b>	<b>\$ 7,984,564</b>	<b>\$ 7,628,128</b>

# DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Actuals	Actuals	Adopted Budget	Proposed Budget
<b>DEVELOPMENT SERVICES DEPARTMENT BY ACCOUNT</b>					
<b>Salaries and Benefits</b>					
Regular Salaries - Non Sworn	501200	\$ 2,707,306	\$ 3,136,463	\$ 3,636,913	\$ 3,619,655
Regular Salaries - Part time	501300	213,117	264,961	337,400	363,316
Overtime	501400	74,668	97,537	92,947	49,673
Accrual Payoff - Excess Maximum	501500	-	-	3,300	3,300
Vacation/Comp. Time Cash Out	501600	11,901	20,684	12,500	12,500
Holiday Allowance	501700	4,167	6,256	3,500	3,500
Separation Pay-Off	501800	6,243	1,189	2,500	2,500
Other Compensation	501900	22,599	30,404	28,100	29,199
TBD: Attrition	502100	-	-	-	(411,263)
Cafeteria Plan	505100	469,303	576,857	724,000	726,853
Medicare	505200	44,914	53,305	58,700	58,176
Retirement	505300	1,058,226	1,249,997	1,569,700	1,701,084
Executive Professional Development	505500	75,872	85,793	8,600	8,600
Auto Allowance	505600	6,918	6,919	6,900	6,900
Unemployment	505800	2,113	2,113	-	20
Workers' Compensation	505900	133,557	111,491	-	98
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 4,830,905</b>	<b>\$ 5,643,967</b>	<b>\$ 6,485,060</b>	<b>\$ 6,174,111</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 38,360	\$ 24,117	\$ 28,100	\$ 25,500
Multi-Media, Promotions and Subs	510200	2,287	8,026	20,989	5,989
Small Tools and Equipment	510300	53,206	45,204	3,091	5,188
Uniform & Clothing	510400	8,049	15,146	11,000	11,000
Safety and Health	510500	664	687	600	600
Maintenance & Construction	510600	9,893	1,271	-	-
Postage	520100	17,656	20,007	-	864
Legal Advertising/Filing Fees	520200	13,148	26,766	21,500	22,000
Advertising and Public Info.	520300	-	-	500	2,550
Telephone/Radio/Communications	520400	15,544	15,627	16,300	16,300
Meetings & Conferences	520500	8,564	7,203	4,700	700
Mileage Reimbursement	520600	1,189	1,179	1,350	1,350
Board Member Fees	520800	23,600	24,800	33,600	33,600
Professional Development	520900	-	-	58,840	47,840
Office Furniture	525600	350	95	-	-
Office Equipment	525700	28	70	-	100
Employment	530100	10,461	15,921	-	-
Consulting	530200	526,816	483,597	433,620	213,978
Legal	530300	-	11,360	73,478	39,121
Engineering and Architectural	530400	225,654	118,076	175,000	168,430
External Rent	535400	10,453	11,038	14,698	14,698

## DEVELOPMENT SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Actuals	Actuals	Adopted Budget	Proposed Budget
<b>DEVELOPMENT SERVICES DEPARTMENT BY ACCOUNT</b>					
<b>Maintenance and Operations (Continued)</b>					
Grants, Loans and Subsidies	535500	305,517	318,762	397,700	662,108
Central Services	535800	28,464	28,448	23,912	18,790
Internal Rent - Postage	535900	-	-	741	26,901
Internal Rent - Maintenance	536100	22,126	27,563	36,654	36,654
Internal Rent - Repl. Cost	536200	9,275	8,528	18,160	18,160
Internal Rent - IT Replacement	536300	19,748	19,748	-	-
Internal Rent - Fuel	536400	-	-	11,800	11,800
Internal Rent - General Liability	536500	-	-	72,990	36,388
Internal Rent - Workers' Comp	536600	-	-	22,147	18,095
Internal Rent - Unemployment	536700	-	-	6,236	6,065
General Liability	540100	115,160	133,609	-	-
Other Costs	540900	-	-	48	48
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 1,466,212</b>	<b>\$ 1,366,847</b>	<b>\$ 1,487,754</b>	<b>\$ 1,444,817</b>
<b>Fixed Assets</b>					
Office Equipment	590700	\$ -	\$ -	\$ 550	\$ -
Other Equipment	590800	18,353	24,520	11,200	9,200
<b>Subtotal Fixed Assets</b>		<b>\$ 18,353</b>	<b>\$ 24,520</b>	<b>\$ 11,750</b>	<b>\$ 9,200</b>
<b>Total Development Services Department</b>		<b>\$ 6,315,471</b>	<b>\$ 7,035,334</b>	<b>\$ 7,984,564</b>	<b>\$ 7,628,128</b>

## DEVELOPMENT SERVICES (CONTINUED)

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Expense by Account		FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Actuals	Actuals	Adopted Budget	Proposed Budget
<b>DEVELOPMENT SERVICES BY ACCOUNT: GENERAL FUND ONLY</b>					
<b>Salaries and Benefits</b>					
Regular Salaries - Non Sworn	501200	\$ 2,551,106	\$ 2,971,627	\$ 3,391,913	\$ 3,385,542
Regular Salaries - Part time	501300	208,820	235,139	314,400	338,188
Overtime	501400	71,593	94,136	88,447	44,223
Accrual Payoff - Excess Maximum	501500	-	-	3,300	3,300
Vacation/Comp. Time Cash Out	501600	11,901	20,684	12,500	12,500
Holiday Allowance	501700	4,167	6,239	3,500	3,500
Separation Pay-Off	501800	6,166	1,176	2,500	2,500
Other Compensation	501900	21,628	29,356	28,100	29,199
TBD: Attrition	502100	-	-	-	(411,263)
Cafeteria Plan	505100	432,383	540,427	661,800	664,861
Medicare	505200	41,903	50,691	54,600	54,417
Retirement	505300	986,896	1,187,417	1,471,800	1,587,966
Executive Professional Development	505500	75,037	84,508	8,600	8,600
Auto Allowance	505600	6,918	6,919	6,900	6,900
Unemployment	505800	1,686	1,686	-	-
Workers' Compensation	505900	129,610	107,544	-	-
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 4,549,815</b>	<b>\$ 5,337,547</b>	<b>\$ 6,048,360</b>	<b>\$ 5,730,434</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 37,463	\$ 20,256	\$ 24,500	\$ 22,500
Multi-Media, Promotions and Subs	510200	2,287	8,026	20,989	5,989
Small Tools and Equipment	510300	53,206	45,204	3,091	3,091
Uniform & Clothing	510400	8,049	15,146	11,000	11,000
Safety and Health	510500	664	687	600	600
Maintenance & Construction	510600	9,893	1,271	-	-
Postage	520100	17,313	19,325	-	-
Legal Advertising/Filing Fees	520200	13,148	26,766	21,500	20,000
Telephone/Radio/Communications	520400	15,544	15,627	16,300	16,300
Meetings & Conferences	520500	8,564	7,203	4,700	-
Mileage Reimbursement	520600	1,189	1,179	1,350	1,350
Board Member Fees	520800	23,600	24,800	33,600	33,600
Professional Development	520900	-	-	55,840	43,840
Office Furniture	525600	350	95	-	-
Office Equipment	525700	28	70	-	-
Employment	530100	10,461	-	-	-
Consulting	530200	419,976	377,997	323,620	80,222
Engineering and Architectural	530400	225,654	118,076	175,000	168,430

## DEVELOPMENT SERVICES (CONTINUED)

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Expense by Account		FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Actuals	Actuals	Adopted Budget	Proposed Budget
<b>DEVELOPMENT SERVICES BY ACCOUNT: GENERAL FUND ONLY</b>					
<b>Maintenance and Operations (Continued)</b>					
External Rent	535400	10,453	11,038	14,698	14,698
Central Services	535800	27,080	28,359	23,812	18,736
Internal Rent - Postage	535900	-	-	95	26,797
Internal Rent - Maintenance	536100	22,126	26,280	36,200	36,200
Internal Rent - Repl.Cost	536200	8,155	8,155	17,600	17,600
Internal Rent - IT Replacement	536300	19,748	19,748	-	-
Internal Rent - Fuel	536400	-	-	11,800	11,800
Internal Rent - General Liability	536500	-	-	68,121	33,221
Internal Rent - Workers' Comp	536600	-	-	20,670	16,520
Internal Rent - Unemployment	536700	-	-	5,429	5,538
General Liability	540100	98,278	114,022	-	-
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 1,033,229</b>	<b>\$ 889,330</b>	<b>\$ 890,515</b>	<b>\$ 588,032</b>
<b>Fixed Assets</b>					
Other Equipment	590800	\$ 18,353	\$ 23,998	\$ 11,200	\$ 7,200
<b>Subtotal Fixed Assets</b>		<b>\$ 18,353</b>	<b>\$ 23,998</b>	<b>\$ 11,200</b>	<b>\$ 7,200</b>
<b>Total Development Services Department</b>		<b>\$ 5,601,397</b>	<b>\$ 6,250,876</b>	<b>\$ 6,950,075</b>	<b>\$ 6,325,666</b>





**PUBLIC SERVICES DEPARTMENT**

FY | 2020-2021



## PUBLIC SERVICES DEPARTMENT

The Public Services Department provides services related to engineering design, construction management, transportation, street, park and city facilities maintenance, water quality, waste management and recycling, street sweeping, and fleet management. The Department has 67 full-time staff members composed of five management, four clerical, and 58 professional/technical staff. Part-time staffing consists of 9.5 full-time equivalents. The Department is organized in four divisions as follows:

- *Public Services Administration*
- *Engineering*
- *Transportation Services*
- *Maintenance Services*

### PUBLIC SERVICES ADMINISTRATION - 19100

#### ADMINISTRATION – 50001

Provides the overall coordination, direction, and oversight for all Department activities, which include four divisions, overseeing 22 municipal services functions. Administrative management includes development of the Department's operational budget; personnel management; securing and implementing grant programs; providing commercial, multi-family, and construction and demolition waste collection and recycling services; evaluation and monitoring of current and pending legislation's impact on Department programs and operations; overseeing short and long-range capital improvement planning and development; and accomplishing the Department's strategic goals, operational goals and objectives within general policy guidelines.

#### ENERGY AND SUSTAINABILITY

Plans, develops and executes sustainability initiatives including energy conservation and efficiency, clean energy generation, electrification of transportation, waste management, water conservation, urban greening, greenhouse gases (GHG) reduction and promoting green economy and workforce among others. Provides leadership and support to identify citywide sustainability focus areas, programs and policies that are practical, innovative and align with City Council's Goals and Priorities. Identifies and prioritize sustainability projects, build internal and external partnerships, secures funding/ financing and implement projects. Leads outreach and educational efforts including organizing and attending community events and hosting internal and external workshops that promote sustainability and environmental protection in Costa Mesa.

#### RECYCLING – 20230

Implements and monitors the City's compliance to solid waste and recycling mandates such as the Integrated Waste Management Act 1989 AB939, AB341 Mandatory Recycling for Commercial and Multi-family sectors, AB1826 Mandatory Commercial Organics Recycling, and the California Green Building Standards Code (CALGreen) waste diversion requirements for construction and demolition projects. Administers the non-exclusive Waste Hauling Franchise and Contractor Self-Haul Permit. Manages the City's participation in State grant and recycling programs including the Used Oil Recycling Grant and Beverage Container Recycling Grant. Responsible for participation in and compliance with the California Department of Resources Recycling and Recovery (CalRecycle) jurisdiction reviews and submission of the Local Jurisdiction Electronic Annual Report (EAR) to CalRecycle.

### ENGINEERING - 19200

The Engineering Division is responsible for the design and construction of the City's Capital Improvement Program. The Division is also responsible for the procurement of real property and public right-of-way, the design and development of all parks and open space facilities, administration of water quality regulations, construction

## PUBLIC SERVICES DEPARTMENT (CONTINUED)

management and inspection of public works improvements, development review and processing, and utility coordination. The Engineering Division is organized into nine sections.

### *FAIRVIEW PARK – 20115*

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Administers design and construction projects aimed at implementing the Fairview Park Master Plan. Manages and coordinates construction activities and projects with regulatory agencies.

### *WATER QUALITY – 20510*

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Implements and monitors the City's compliance with the National Pollutant Discharge Elimination System (NPDES). Coordinates and implements the Santa Ana Regional Water Quality Board directives for compliance with the Water Quality Act, as it relates to City draining into the Santa Ana River and the Newport Bay. Prepares the City's Annual Program Effectiveness Assessment (PEA) and coordinates compliance with Newport Bay Total Maximum Daily Load (TMDL) regulations.

### *STREET IMPROVEMENTS – 30112*

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Designs plans and specifications for the construction and maintenance of City Capital Improvement Projects. Administers the Pavement Management Program. Administers design consultant contracts. Reviews and approves engineering submittals, including improvement plans, material reports, utility work, engineering estimates, and ADA accessibility. Secures competitive grant funding for street improvement projects.

### *STORM DRAIN IMPROVEMENTS – 30122*

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Designs and manages the construction of the City's Storm Drain System (approximately 64.7 miles of storm drain), as it relates to the implementation of the Master Plan of Drainage.

### *CURB & SIDEWALKS – 30130*

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Establishes a parkway maintenance program that is essential to remove and replace damaged curb, gutter and sidewalk throughout the City.

### *DEVELOPMENT – 30310*

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Conducts development review of private development submittals. Permits work in the public right-of-way. Identifies development conditions for Planning Commission hearings. Administers Subdivision Map Act requirements. Provides staff support to the Planning Commission.

### *REAL PROPERTY – 30320*

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Responsible for land acquisition, vacation, and abandonment of right-of-way. Conducts acquisition negotiations and manages agreements. Responsible for preparing real property documents and administering consultant services related to the acquisition and relinquishment of real property.

### *PARK DEVELOPMENT – 40112*

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Acquires, develops, and renovates park facilities. Manages the design and construction of new park projects and renovation of existing park facilities. Responsible for master planning new park and open space facilities and managing compliance of Capital Improvement Projects with the Master Plan of Parks and Recreation. Secures park and open space competitive grant funding.

## PUBLIC SERVICES DEPARTMENT (CONTINUED)

### CONSTRUCTION MANAGEMENT – 50002

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Administers construction contracts. Manages and inspects construction activities and projects in the public right-of-way, City-owned buildings, and facilities. Manages the construction and implementation of the City's Capital Improvement Program. Administers compliance with Federal and State Labor Laws including Prevailing Wage Regulations, Disadvantaged Business Participation, Equal Opportunity Employment Practices, and Public Contract Laws.

### TRANSPORTATION SERVICES - 19300

The Transportation Services Division is responsible for the operation and maintenance of the traffic operations infrastructure including, but not limited to: traffic signals, closed circuit television cameras, Traffic Operations Center, speed feedback signs, and emergency vehicle preemption system. The Division is also responsible for the implementation of the General Plan Circulation Element, implementation of the Active Transportation Plan and transportation planning and design activities within the City. Administers programs and projects to promote safe and efficient movement of people and goods throughout the City. Manages the private contract for school crossing guards, in order to enhance the safety of elementary school students walking to and from school. The Transportation Division is organized into three sections:

#### TRAFFIC PLANNING – 30210

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Responsible for the implementation of the Circulation Element of the City's General Plan. Studies and implements short- and long-range transportation improvements in accordance with the General Plan. Manages the City's transportation model. Participates and monitors development projects. Administers the City's Traffic Impact Fee Program. Coordinates with other agencies on transportation related activities and manages the City's school crossing guard and bus shelter contracts.

#### TRAFFIC OPERATIONS – 30241

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Maintains, operates, and updates traffic signals, traffic control devices, and street lights in the City. Manages the City's overall traffic flow/movement through Intelligent Transportation Systems (ITS) elements including signal coordination, closed circuit televisions (CCTV), video detection for all users, and a centralized traffic operations center. Designs and implements traffic operations improvements such as radar speed feedback signs, emergency vehicle preemption devices, and enhanced pedestrian crossing improvements.

#### ACTIVE TRANSPORTATION PROGRAM – 30225

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Responsible for development and implementation of City's Active Transportation Plan component of the City's Circulation Element. Address bikeway and pedestrian issues, bicycle/pedestrian network connectivity and infrastructure maintenance requests. Plan, design, and construct bicycle and pedestrian facility improvements, and complete street solutions, where applicable.

### MAINTENANCE SERVICES - 19500

The Maintenance Services Division is responsible for the care, maintenance, repair and alteration of the City's municipal facilities. This also includes the maintenance of vehicles and equipment, parks and parkways, trees, traffic signs and markings, street sweeping, storm water systems, graffiti abatement and roadways. The Maintenance Services Division is structured in nine programs listed below:

## PUBLIC SERVICES DEPARTMENT (CONTINUED)

### *MAINTENANCE SERVICES ADMINISTRATION – 50001*

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Provides overall direction, coordination, and support to the maintenance sections operational and administrative activities and functions. Provides staff support to the Parks, Arts and Community Services Commission.

### *STREET CLEANING – 20120*

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Sweeps and cleans approximately 400 miles of residential, commercial and arterial roadway lanes in the City.

### *GRAFFITI ABATEMENT – 20130*

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Removes graffiti in the public right-of-way, public parks, City-owned facilities, and on private structures where graffiti is visible from the public right-of-way. Pressure washes city playgrounds, bus stops, sidewalks and city facilities.

### *STREET MAINTENANCE – 30111*

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Maintains approximately 525 lane miles of streets, 15 miles of City alleys, and miscellaneous easements.

### *STORM DRAIN MAINTENANCE – 30121*

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Maintains the City's storm drain system and 1,165 catch basins.

### *SIGNS AND MARKINGS – 30243*

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Installs and maintains all street and traffic signage and pavement markings in the City.

### *PARK, PARKWAY AND MEDIAN MAINTENANCE – 40111*

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Maintains the City's 29 parks, sports fields and related facilities, 13 acres of landscaped street medians, and approximately 22,000 parkway trees. Administers the City's landscape maintenance and tree maintenance contracts.

### *FACILITY MAINTENANCE – 50910*

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Maintains, repairs, and rehabilitates 22 City-owned buildings, over 314,606 Sq. Ft including those leased to outside agencies. Administers and supervises contract services required for maintaining all City facilities.

### *EQUIPMENT MAINTENANCE – 50920*

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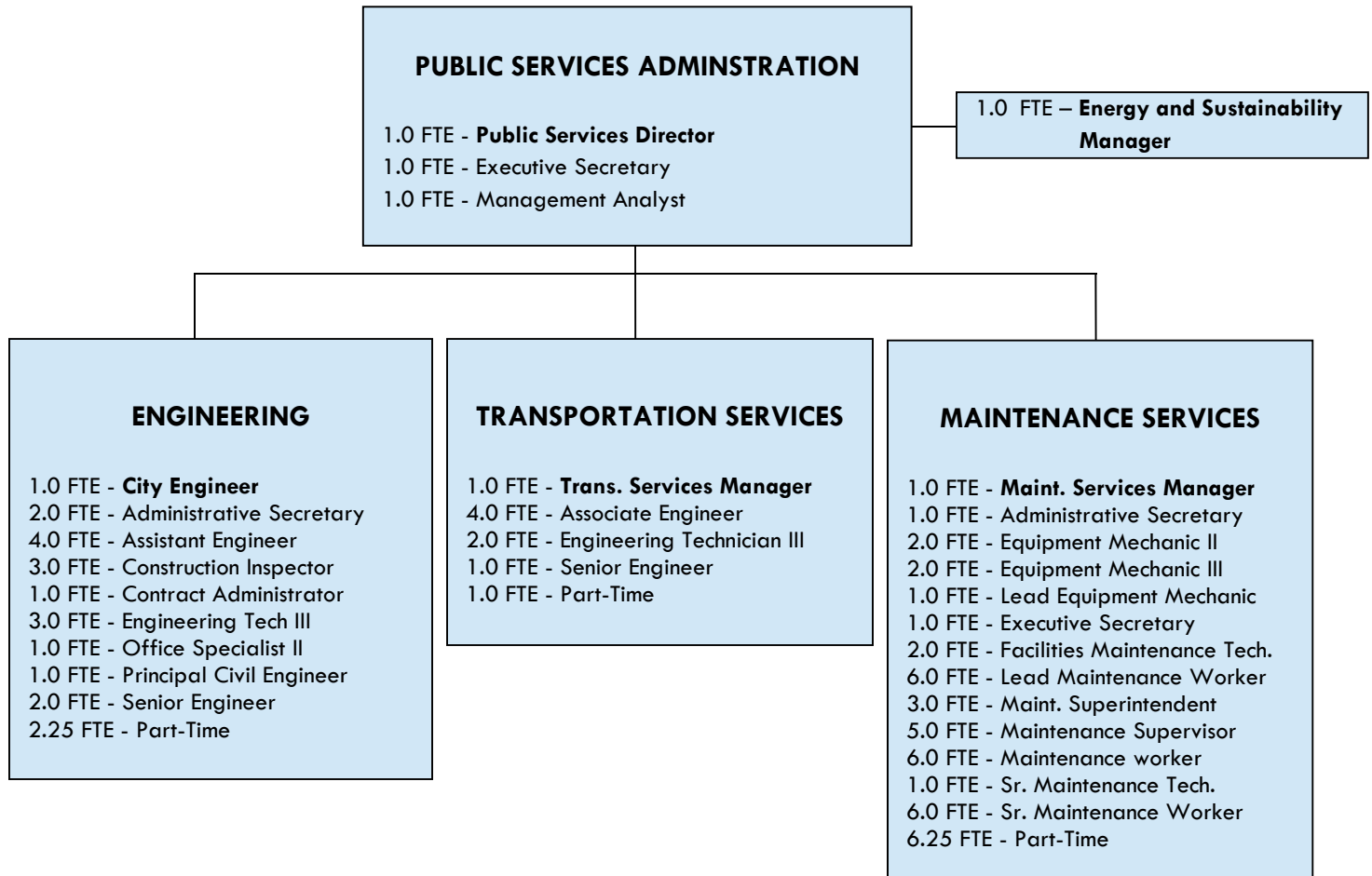
Maintains and repairs the City's fleet of over 330 vehicles including large aerial fire apparatus, police vehicles and motorcycles, maintenance trucks, general use vehicles, emergency back-up generators, trailers and other miscellaneous equipment. Equipment Maintenance monitors and ensures that all the City's fuel sites, fuel storage tanks and hazardous material storage is compliant with all County regulations.

### *WAREHOUSE – 50925*

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Orders, stocks and maintains an inventory of essential goods and materials for the City. Delivers requisitions of goods to all City facilities and departments. Receives shipments/orders. Maintains City surplus property transfers and schedule pick up of items resalable for auction, electronic e-waste, scrap metal recycles, tire disposal and processes recyclable items. Performs end-of-month reconciliations and processes.

## PUBLIC SERVICES DEPARTMENT (CONTINUED)



**FISCAL YEAR 2019-2020 ACCOMPLISHMENTS**

- Substantial Completion of the Norma Hertzog Community Center (NCC).
- Completed conceptual layouts of Adams Avenue Improvement Projects from Harbor Boulevard to Santa Ana River.
- Became designated as a “Tree City USA.”
- Completed the Santa Ana Delhi Channel Diversion Project.
- Completed construction of the City Hall Community Room.
- Completed the construction of the Harbor Boulevard medians.
- Completed the design and reconstruction of five alleyways.
- Completed design of Lions Park playground improvements.
- Completed the design of City Hall Electric Vehicle Charging Stations.
- Completed design for the Merrimac Way Active Transportation and roadway improvements.
- Completed the design of West 19th Street Bicycle Facility Improvements.
- Completed design of the West 17th Street Improvements Project.
- Completed installation of 64 bicycle racks at various locations throughout the city.
- Completed the repair and resurfacing of the basketball courts at Shiffer Park, Wimbledon Park and Wakeham Park.
- Completed the painting of the walls and floors in the restroom at Skate Park.
- Completed the design and initiated implementation of the Fairview Road Traffic Signal Synchronization Project and Bear Street Traffic Signal Synchronization Project.
- Completed the construction of the Sunflower Traffic Signal Synchronization Project.
- Responded to 2,068 calls for service related to graffiti removal.
- Completed the design of the Permanent Bridge Shelter Facility.
- Completed Pinkley Park Playground Installation Project.
- Completed design of the City Hall Elevator Modernization Project.
- Completed construction of the Hyland/MacArthur Intersection Improvements.
- Completed citywide slurry seal project.
- Completed Mesa Verde Library Kitchen and Work Room Remodel.

## PUBLIC SERVICES DEPARTMENT (CONTINUED)

- Installed Sapphire waterless fire suppression system in the Communications building's equipment room.
- Installed new energy efficient HVAC system at Balearic Community Center.
- Expanded Police Department Gym.
- Updated Police Department HVAC VFD controls.
- Completed Police Department Security Fence Improvement Project.
- Replaced large Gate Operations at Police Facility.
- Completed 90% of Fire Station Apparatus Bay LED upgrade replacement.
- Replaced two gas powered City Hall pool vehicles with two 2019 Chevrolet Bolt electric vehicles.
- Replaced two 2012 Honda motorcycles with two 2020 BMW motorcycles.
- Replaced the Fire Department's 1999 Chevrolet Astro Van with a 2019 Ford Escape XLT.
- Acquisition of one 2019 Ford E450 Senior bus through a grant.
- Replacement of fuel dispensers at Fire Stations #2 and #6.
- Addition of one O.E.S. Fire Pumper, Unit #529.
- Completed Fleet facility improvements to create a motorcycle shop and welding/fabrication shop.
- Obtained contract services with Quinn Power for all City emergency generator service, testing and repairs.
- 7,893 bulky items were removed from the City's right-of-ways, including furniture, shopping carts, appliances and over 622 mattresses were retrieved and recycled.
- Cleaned and maintained 1,100 catch basins and drainage facilities.

**FISCAL YEAR 2020-2021 GOALS**

- Complete the Norma Hertzog Community Center (NCC) and open for public use. Obtain Certificate of Occupancy and LEED Certification.
- Complete Lions Park playground improvements.
- Continue with traffic signal synchronization system improvements.
- Complete the design of Pedestrian and Bicycle Improvements at the Adams Avenue at Pinecreek Intersection.
- Complete design of the Newport Boulevard Improvements Project from 19th Street to 17th Street.
- Complete design of the Newport Boulevard Rehabilitation Projects from Bristol Street to 19<sup>th</sup> Street.
- Implement storm drain improvements at locations with potential for chronic flooding issues.
- Citywide Street Improvements Project for Fiscal Year 2020-2021 - Complete design and construction to maintain Pavement Condition Index (PCI) goal of 85.
- Complete the design and reconstruction of five alleyways.
- Complete the design of Adams Avenue Improvement Project from Harbor Boulevard to Santa Ana River.
- Complete the construction of the Permanent Bridge Shelter Facility.
- Complete the update to the City's Storm Drain Master Plan Update.
- Complete the upgrade of the City Hall Fire Alarm System.
- Complete construction of the Merrimac Way Active Transportation and roadway improvements.
- Complete construction of the Fairview Road Safety and Active Transportation Improvements between Adams and Baker.
- Complete construction of the West 19<sup>th</sup> Street Bicycle Facility Improvements.
- Continue implementation of bike racks at City facilities and commercial corridors.
- Complete construction of a new traffic signal at Baker / Randolph intersection.
- Complete the City Hall Elevator Modernization Project.
- Complete construction of City Hall Electric Vehicle charging stations.
- Complete a Citywide Parking Study of the residential permit parking.
- Complete Local Road Safety Plan.
- Complete Development of Pedestrian Master Plan.



- Obtain LEED for Cities certification.
- Identify and implement energy efficiency projects at City owned facilities and parks.
- Initiate Community Choice Energy (CCE) evaluation and feasibility study.
- Update waste collection and recycling contracts with City non-franchise haulers to comply with the State's requirements.
- Completion of Assetworks Fuel Management at all sites.
- Provide landscape maintenance of 463 acres of City parks, fields, parkways, and medians.
- Manage approximately 24 thousand City-owned trees; and continue to be designated as a "Tree City USA".
- Abate graffiti within 24 hours of notification or discovery.
- Repair potholes on City streets within 24 hours of notification or discovery.

## PUBLIC SERVICES DEPARTMENT (CONTINUED)

### GOALS AND OBJECTIVES

The goals and objectives of the Public Services Department were developed in alignment with the City Council's priorities.



#	GOALS AND OBJECTIVES						
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1	Provide landscape maintenance of 463 acres of City parks and fields.		✓				
2	Complete design and construction of street rehabilitation projects to maintain Pavement Condition Index (PCI) goal of 85.	✓	✓				
3	Complete the update of the City's Storm Drain Master Plan.		✓				
4	Implement storm drain improvements at locations with potential for chronic flooding issues.		✓				
5	Identify and implement energy efficiency projects at City owned facilities and parks.			✓			
6	Update waste collection and recycling contracts with City non-franchise haulers to comply with the State's requirements.	✓	✓				
7	Obtain LEED for Cities Certification.		✓	✓			✓
8	Initiate Community Choice Energy (CCE) evaluation and feasibility study			✓			
9	Implement the adopted CIP	✓	✓	✓	✓	✓	✓
10	Complete Pedestrian Master Plan and City Parking Study		✓			✓	✓

# PUBLIC SERVICES DEPARTMENT (CONTINUED)

## PERFORMANCE MEASURES/WORKLOAD INDICATORS:

	<b>FY 18-19 Actual</b>	<b>FY 19-20 Adopted</b>	<b>FY 20-21 Proposed</b>
<b>Percent of the total number of City trees trimmed</b>	25%	35%	30
<b>Percent of budgeted building maintenance projects completed</b>	85%	90%	90
<b>Pavement Condition Index (PCI) for streets network</b>	85	86	85
<b>Percent of budgeted Capital Improvement Projects completed in budgeted fiscal year</b>	85%	80%	80%
<b>Percentage change in bulky items removed from City right-of-way</b>	7%	10%	10%
<b>Number of trees planted</b>	150	200	200
<b>Number of facility work requests</b>	1145	1,800	1,500
<b>Number of calls for service for graffiti</b>	4,213	2,000	3,000
<b>Number of facility rehabilitation projects completed</b>	30	44	8
<b>Number of traffic and street signs maintained</b>	867	1,000	1,000
<b>Number of linear feet of lanes repainted</b>	1,014,569	1,250,000	1,000,000
<b>Number of linear feet of roadway rehabilitated</b>	53,236	53,236	50,000
<b>Number of crosswalks repainted/reapplied</b>	60	60	60
<b>Number of lineal feet of red curb repainted</b>	263,426	350,000	250,000
<b>Tons of asphalt applied annually by City forces</b>	411	300	300
<b>Tons of debris removed and diverted from the waterways</b>	1,250	1,400	1,250



# PUBLIC SERVICES DEPARTMENT (CONTINUED)

## BUDGET NARRATIVE

The Fiscal Year 2020-21 budget for the Public Services Department is \$21.8 million, a decrease of \$1.0 million, or 4.5 percent, compared to the adopted budget for Fiscal Year 2019-20. The decrease was primarily attributed to operational reductions of \$854,179. The reduction affects various areas including janitorial and housekeeping services, landscape and sprinklers, tree trimming and street maintenance. Additionally, there is a decrease of \$309,835 for salaries and benefits, which is primarily attributed to vacancy attrition.

Expense by Fund	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>PUBLIC SERVICES DEPARTMENT BY FUNDING SOURCE</b>				
General Fund - 101	\$ 18,313,322	\$ 18,561,083	\$ 19,209,987	\$ 17,801,071
Gas Tax Fund - 201	526,634	600,661	659,900	855,000
Air Quality Improvement Fund - 203	9,150	9,029	15,000	15,000
CDBG Fund - 207	9,114	-	-	-
Capital Improvement Fund - 401	7,557	-	-	-
Golf Course Improvement Fund - 413	-	-	275,000	275,000
Measure "M2" Fund - 416	4,805	-	290,500	275,273
Equipment Replacement Fund - 601	2,711,253	3,109,888	2,399,412	2,604,000
<b>Total Public Services Department</b>	<b>\$ 21,581,836</b>	<b>\$22,280,662</b>	<b>\$ 22,849,799</b>	<b>\$ 21,825,345</b>

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>PUBLIC SERVICES DEPARTMENT BY PROGRAM</b>				
<b>ADMINISTRATION - 19100</b>				
<u><b>Administration - 50001</b></u>				
Salaries and Benefits	\$ 901,150	\$ 862,642	\$ 743,227	\$ 777,893
Maintenance and Operations	1,007,592	1,153,166	834,162	1,007,363
Fixed Assets	13,678	-	-	-
<b>Subtotal Administration</b>	<b>\$ 1,922,420</b>	<b>\$ 2,015,808</b>	<b>\$ 1,577,389</b>	<b>\$ 1,785,256</b>
<u><b>Recycling - 20230</b></u>				
Salaries and Benefits	\$ 105	\$ -	\$ -	\$ -
Maintenance and Operations	150,566	157,914	197,800	197,800
Fixed Assets	-	-	-	-
<b>Subtotal Recycling</b>	<b>\$ 150,671</b>	<b>\$ 157,914</b>	<b>\$ 197,800</b>	<b>\$ 197,800</b>

## ENGINEERING - 19200

### Administration - 50001

Salaries and Benefits	\$ -	\$ -	\$ -	\$ 298,644
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
<b>Subtotal Administration</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 298,644</b>

# PUBLIC SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>ENGINEERING - 19200 (continued)</b>				
<b><u>Fairview Park - 20115</u></b>				
Salaries and Benefits	\$ 96,317	\$ 96,512	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
<b>Subtotal Fairview Park</b>	<b>\$ 96,317</b>	<b>\$ 96,512</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Water Quality - 20510</u></b>				
Salaries and Benefits	\$ 26,474	\$ 185,206	\$ 96,490	\$ 837
Maintenance and Operations	224,860	248,750	220,100	220,100
Fixed Assets	-	-	-	-
<b>Subtotal Water Quality</b>	<b>\$ 251,334</b>	<b>\$ 433,956</b>	<b>\$ 316,590</b>	<b>\$ 220,937</b>
<b><u>Street Improvements - 30112</u></b>				
Salaries and Benefits	\$ 704,967	\$ 597,352	\$ 769,469	\$ 452,028
Maintenance and Operations	162,775	74,590	30,100	40,100
Fixed Assets	54	-	900	900
<b>Subtotal Street Improvements</b>	<b>\$ 867,796</b>	<b>\$ 671,941</b>	<b>\$ 800,469</b>	<b>\$ 493,028</b>
<b><u>Storm Drain Improvements - 30122</u></b>				
Salaries and Benefits	\$ 191,164	\$ 240,530	\$ 192,780	\$ 108,736
Maintenance and Operations	3,286	2,954	3,200	3,200
Fixed Assets	1,776	9,887	1,000	1,000
<b>Subtotal Storm Drain Improvements</b>	<b>\$ 196,227</b>	<b>\$ 253,371</b>	<b>\$ 196,980</b>	<b>\$ 112,936</b>
<b><u>Public Services - Development - 30310</u></b>				
Salaries and Benefits	\$ 26,656	\$ 277,333	\$ 263,790	\$ 257,062
Maintenance and Operations	988	1,419	800	800
Fixed Assets	-	-	-	-
<b>Subtotal Public Services - Development</b>	<b>\$ 27,644</b>	<b>\$ 278,752</b>	<b>\$ 264,590</b>	<b>\$ 257,862</b>
<b><u>Public Services - Real Property - 30320</u></b>				
Salaries and Benefits	\$ 55,177	\$ 96,283	\$ 101,990	\$ 74,937
Maintenance and Operations	381	615	700	700
Fixed Assets	-	-	-	-
<b>Subtotal Public Services - Real Property</b>	<b>\$ 55,557</b>	<b>\$ 96,898</b>	<b>\$ 102,690</b>	<b>\$ 75,637</b>
<b><u>Park Development - 40112</u></b>				
Salaries and Benefits	\$ 183,238	\$ 138,350	\$ 146,990	\$ 123,120
Maintenance and Operations	1,416	1,880	276,700	276,700
Fixed Assets	-	-	-	-
<b>Subtotal Park Development</b>	<b>\$ 184,654</b>	<b>\$ 140,230</b>	<b>\$ 423,690</b>	<b>\$ 399,820</b>
<b><u>Construction Management - 50002</u></b>				
Salaries and Benefits	\$ 785,980	\$ 1,089,920	\$ 1,708,880	\$ 1,687,074
Maintenance and Operations	633,405	64,161	64,000	69,000
Fixed Assets	9,397	-	1,000	1,000
<b>Subtotal Construction Management</b>	<b>\$ 1,428,782</b>	<b>\$ 1,154,080</b>	<b>\$ 1,773,880</b>	<b>\$ 1,757,074</b>

# PUBLIC SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>TRANSPORTATION SERVICES - 19300</b>				
<u><b>RMRA Road Maintenance Rehab. Account - 71200</b></u>				
Salaries and Benefits	\$ 4,184	\$ -	\$ -	\$ -
Maintenance and Operations	-	-	-	-
Fixed Assets	-	-	-	-
<b>Subtotal RMRA Road Maint. Rehab.</b>	<b>\$ 4,184</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<u><b>Traffic Planning - 30210</b></u>				
Salaries and Benefits	\$ 249,674	\$ 378,244	\$ 471,821	\$ 418,625
Maintenance and Operations	150,274	72,867	60,850	60,850
Fixed Assets	-	-	-	-
<b>Subtotal Traffic Planning</b>	<b>\$ 399,947</b>	<b>\$ 451,111</b>	<b>\$ 532,671</b>	<b>\$ 479,475</b>
<u><b>Active Transportation Improvement - 30225</b></u>				
Salaries and Benefits	\$ 56,164	\$ 88,613	\$ 208,075	\$ 182,573
Maintenance and Operations	84,922	214,733	41,900	41,900
Fixed Assets	-	-	-	-
<b>Subtotal Active Transportation Imp.</b>	<b>\$ 141,086</b>	<b>\$ 303,346</b>	<b>\$ 249,975</b>	<b>\$ 224,473</b>
<u><b>Traffic Operations - 30241</b></u>				
Salaries and Benefits	\$ 260,123	\$ 224,982	\$ 328,375	\$ 333,644
Maintenance and Operations	1,737,984	1,776,420	1,820,500	1,713,500
Fixed Assets	1,297	-	-	-
<b>Subtotal Traffic Operations</b>	<b>\$ 1,999,405</b>	<b>\$ 2,001,403</b>	<b>\$ 2,148,875</b>	<b>\$ 2,047,144</b>
<b>MAINTENANCE SERVICES - 19500</b>				
<u><b>Administration - 50001</b></u>				
Salaries and Benefits	\$ 99,630	\$ 289,623	\$ 358,700	\$ 118,456
Maintenance and Operations	16,100	11,748	5,400	5,400
Fixed Assets	-	-	-	-
<b>Subtotal Administration</b>	<b>\$ 115,730</b>	<b>\$ 301,371</b>	<b>\$ 364,100</b>	<b>\$ 123,856</b>
<u><b>Fairview Park - 20115</b></u>				
Salaries and Benefits	\$ 143,580	\$ 148,158	\$ 16,400	\$ 16,745
Maintenance and Operations	26,073	43,920	38,000	38,000
Fixed Assets	-	-	-	-
<b>Subtotal Fairview Park</b>	<b>\$ 169,653</b>	<b>\$ 192,078</b>	<b>\$ 54,400</b>	<b>\$ 54,745</b>
<u><b>Street Cleaning - 20120</b></u>				
Salaries and Benefits	\$ 55,036	\$ 35,786	\$ 45,012	\$ 43,159
Maintenance and Operations	704,950	725,126	747,200	297,200
Fixed Assets	-	-	-	-
<b>Subtotal Street Cleaning</b>	<b>\$ 759,986</b>	<b>\$ 760,912</b>	<b>\$ 792,212</b>	<b>\$ 340,359</b>
<u><b>Graffiti Abatement - 20130</b></u>				
Salaries and Benefits	\$ 354,008	\$ 356,627	\$ 387,612	\$ 401,155
Maintenance and Operations	31,191	39,681	42,400	52,400
Fixed Assets	-	-	-	-
<b>Subtotal Graffiti Abatement</b>	<b>\$ 385,199</b>	<b>\$ 396,308</b>	<b>\$ 430,012</b>	<b>\$ 453,555</b>

# PUBLIC SERVICES DEPARTMENT (CONTINUED)

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>MAINTENANCE SERVICES - 19500 (continued)</b>				
<u><b>Street Maintenance - 30111</b></u>				
Salaries and Benefits	\$ 499,018	\$ 461,020	\$ 428,390	\$ 470,782
Maintenance and Operations	265,214	301,990	361,900	339,600
Fixed Assets	-	6,362	-	-
<b>Subtotal Street Maintenance</b>	<b>\$ 764,232</b>	<b>\$ 769,373</b>	<b>\$ 790,290</b>	<b>\$ 810,382</b>
<u><b>Storm Drain Maintenance - 30121</b></u>				
Salaries and Benefits	\$ 170,466	\$ 155,407	\$ 267,712	\$ 272,936
Maintenance and Operations	14,100	19,997	1,600	1,600
Fixed Assets	-	-	-	-
<b>Subtotal Storm Drain Maintenance</b>	<b>\$ 184,566</b>	<b>\$ 175,404</b>	<b>\$ 269,312</b>	<b>\$ 274,536</b>
<u><b>Signs and Markings - 30243</b></u>				
Salaries and Benefits	\$ 578,789	\$ 493,933	\$ 519,012	\$ 595,235
Maintenance and Operations	232,954	213,207	149,800	151,056
Fixed Assets	-	-	-	-
<b>Subtotal Signs and Markings</b>	<b>\$ 811,743</b>	<b>\$ 707,140</b>	<b>\$ 668,812</b>	<b>\$ 746,291</b>
<u><b>Park Maintenance - 40111</b></u>				
Salaries and Benefits	\$ 914,107	\$ 899,363	\$ 945,700	\$ 957,381
Maintenance and Operations	4,312,298	4,209,614	4,584,100	4,127,500
Fixed Assets	211	-	-	-
<b>Subtotal Park Maintenance</b>	<b>\$ 5,226,615</b>	<b>\$ 5,108,977</b>	<b>\$ 5,529,800</b>	<b>\$ 5,084,881</b>
<u><b>Building Maintenance - 50910</b></u>				
Salaries and Benefits	\$ 1,300,487	\$ 1,298,604	\$ 1,291,900	\$ 1,327,111
Maintenance and Operations	1,389,936	1,398,804	1,485,950	1,466,450
Fixed Assets	30,438	6,481	5,000	5,000
<b>Subtotal Building Maintenance</b>	<b>\$ 2,720,861</b>	<b>\$ 2,703,888</b>	<b>\$ 2,782,850</b>	<b>\$ 2,798,561</b>
<u><b>Equipment Maintenance - 50920</b></u>				
Salaries and Benefits	\$ 616,650	\$ 652,727	\$ 913,512	\$ 976,776
Maintenance and Operations	2,040,787	2,355,086	1,230,900	1,232,664
Fixed Assets	59,792	102,075	255,000	394,560
<b>Subtotal Equipment Maintenance</b>	<b>\$ 2,717,228</b>	<b>\$ 3,109,888</b>	<b>\$ 2,399,412</b>	<b>\$ 2,604,000</b>
<u><b>Warehouse - 50925<sup>(1)</sup></b></u>				
Salaries and Benefits	\$ -	\$ -	\$ 180,200	\$ 181,294
Maintenance and Operations	-	-	2,800	2,800
Fixed Assets	-	-	-	-
<b>Subtotal Warehouse</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 183,000</b>	<b>\$ 184,094</b>
<b>TOTAL PUBLIC SERVICES DEPARTMENT</b>				
Salaries and Benefits	\$ 8,273,144	\$ 9,067,215	\$ 10,386,037	\$ 10,076,202
Maintenance and Operations	13,192,050	13,088,642	12,200,862	11,346,683
Fixed Assets	116,642	124,805	262,900	402,460
<b>Total Public Services Department</b>	<b>\$ 21,581,836</b>	<b>\$22,280,662</b>	<b>\$ 22,849,799</b>	<b>\$ 21,825,345</b>

<sup>(1)</sup> As of FY 2019-20, the Warehouse operations were transferred from the Finance Department to the Public Services Department.



# PUBLIC SERVICES DEPARTMENT (CONTINUED)

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

Expense by Account		FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Actuals	Actuals	Adopted Budget	Proposed Budget
<b>PUBLIC SERVICES DEPARTMENT BY ACCOUNT</b>					
<b>Salaries and Benefits</b>					
Regular Salaries - Non Sworn	501200	\$ 4,462,012	\$ 4,991,895	\$ 5,899,395	\$ 5,929,696
Regular Salaries - Part time	501300	414,904	384,676	445,910	470,979
Overtime	501400	96,298	108,248	72,400	62,400
Accrual Payoff - Excess Maximum	501500	4,346	4,347	3,200	3,200
Vacation/Comp. Time Cash Out	501600	49,367	45,177	40,700	40,700
Holiday Allowance	501700	20,035	17,141	18,300	18,300
Separation Pay-Off	501800	8,930	20,416	10,800	10,800
Other Compensation	501900	69,578	71,315	78,900	61,534
TBD: Attrition	502100	-	-	-	(601,722)
Cafeteria Plan	505100	818,026	948,874	1,190,543	1,212,612
Medicare	505200	78,198	86,734	95,032	93,702
Retirement	505300	1,860,302	2,018,875	2,513,457	2,756,601
Executive Professional Development	505500	24,911	20,528	10,500	10,500
Auto Allowance	505600	6,918	6,919	6,900	6,900
Unemployment	505800	2,891	2,891	-	-
Workers' Compensation	505900	356,428	339,179	-	-
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 8,273,144</b>	<b>\$ 9,067,215</b>	<b>\$10,386,037</b>	<b>\$10,076,202</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 20,005	\$ 16,935	\$ 7,700	\$ 7,700
Multi-Media, Promotions and Subs	510200	7,930	4,204	6,200	6,200
Small Tools and Equipment	510300	42,639	44,921	36,100	36,100
Uniform & Clothing	510400	17,414	18,078	16,800	16,800
Safety and Health	510500	1,886	3,159	3,300	3,300
Maintenance & Construction	510600	635,477	700,791	840,900	840,900
Agriculture	510700	90,382	92,011	97,000	97,000
Fuel	510800	453,220	570,741	500,000	501,400
Electricity - Buildings & Fac.	515100	438,629	461,975	484,250	484,250
Electricity - Power	515200	223,507	221,491	255,200	255,200
Electricity - Street Lights	515300	1,007,520	976,105	1,000,000	1,000,000
Gas	515400	19,875	32,848	25,000	25,000
Water - Domestic	515500	92,152	52,344	131,100	57,000
Water - Parks and Parkways	515600	748,009	617,773	785,000	785,000
Waste Disposal	515700	140,033	120,348	158,100	158,800
Janitorial and Housekeeping	515800	213,273	217,962	223,300	223,400
Postage	520100	3,826	3,214	-	-
Legal Advertising/Filing Fees	520200	204,450	194,029	204,100	204,100
Telephone/Radio/Communications	520400	52,612	61,795	62,500	62,500

# PUBLIC SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Actuals	Actuals	Adopted Budget	Proposed Budget
<b>PUBLIC SERVICES DEPARTMENT BY ACCOUNT</b>					
<b>Maintenance and Operations (continued)</b>					
Meetings & Conferences	520500	920	4,946	900	400
Professional Development	520900	-	-	18,350	18,350
Buildings and Structures	525100	192,444	250,482	276,000	266,000
Landscaping and Sprinklers	525200	3,093,372	2,975,591	3,230,000	2,842,500
Automotive Equipment	525400	180,571	256,685	250,000	250,000
Office Equipment	525700	1,905	3,083	1,900	1,900
Other Equipment	525800	733,443	784,447	859,000	727,000
Streets, Alleys and Sidewalks	525900	942,661	973,954	1,007,200	507,200
Employment	530100	89,634	39,101	-	-
Consulting	530200	1,210,160	636,941	443,700	443,700
Engineering and Architectural	530400	19,615	63,627	80,000	76,564
External Rent	535400	12,344	9,636	14,900	14,900
Grants, Loans and Subsidies	535500	6,006	-	-	-
Depreciation	535600	951,494	1,052,361	-	-
Central Services	535800	15,041	12,939	11,481	4,564
Internal Rent - Postage	535900	-	-	3,925	3,432
Internal Rent - Maintenance	536100	172,300	336,049	59,500	59,500
Internal Rent - Repl.Cost	536200	135,724	127,063	194,900	269,856
Internal Rent - IT Replacement	536300	27,828	27,826	-	-
Internal Rent - Fuel	536400	-	-	86,700	86,700
Internal Rent - General Liability	536500	-	-	522,200	699,861
Internal Rent - Workers' Comp	536600	-	-	220,200	222,848
Internal Rent - Unemployment	536700	-	-	9,356	9,658
General Liability	540100	921,278	1,049,779	-	-
Taxes & Assessments	540700	71,428	73,331	73,800	76,800
Other Costs	540900	1,045	76	300	300
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$13,192,050</b>	<b>\$13,088,642</b>	<b>\$12,200,862</b>	<b>\$11,346,683</b>
<b>Fixed Assets</b>					
Automotive Equipment	590500	\$ 23,941	\$ 30,806	\$ 255,000	\$ 394,560
Other Equipment	590800	58,050	24,175	7,900	7,900
Loss on Disposal of Assets	599100	34,651	69,825	-	-
<b>Subtotal Fixed Assets</b>		<b>\$ 116,642</b>	<b>\$ 124,805</b>	<b>\$ 262,900</b>	<b>\$ 402,460</b>
<b>Total Public Services Department</b>		<b>\$21,581,836</b>	<b>\$22,280,662</b>	<b>\$22,849,799</b>	<b>\$21,825,345</b>

# PUBLIC SERVICES DEPARTMENT (CONTINUED)

**From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021**

		FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Actuals	Actuals	Adopted Budget	Proposed Budget
Expense by Account					
PUBLIC SERVICES DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY					
<b>Salaries and Benefits</b>					
Regular Salaries - Non Sworn	501200	\$ 3,801,476	\$ 4,252,267	\$ 4,836,789	\$ 4,757,381
Regular Salaries - Part time	501300	342,596	312,454	400,810	426,825
Overtime	501400	91,882	100,740	52,400	42,400
Accrual Payoff - Excess Maximum	501500	4,346	4,347	3,200	3,200
Vacation/Comp. Time Cash Out	501600	49,028	42,497	39,700	39,700
Holiday Allowance	501700	17,594	15,061	15,700	15,700
Separation Pay-Off	501800	854	1,622	10,400	10,400
Other Compensation	501900	69,578	71,315	78,616	57,942
TBD: Attrition	502100	-	-	-	(601,722)
Cafeteria Plan	505100	701,046	822,287	982,287	968,016
Medicare	505200	67,346	75,286	78,638	76,011
Retirement	505300	1,577,519	1,747,133	2,076,185	2,225,899
Executive Professional Development	505500	24,616	19,831	10,500	10,500
Auto Allowance	505600	6,918	6,919	6,900	6,900
Unemployment	505800	2,891	2,891	-	-
Workers' Compensation	505900	356,428	339,179	-	-
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 7,114,117</b>	<b>\$ 7,813,827</b>	<b>\$ 8,592,125</b>	<b>\$ 8,039,152</b>
<b>Maintenance and Operations</b>					
Stationery and Office	510100	\$ 19,488	\$ 16,219	\$ 7,200	\$ 7,200
Multi-Media, Promotions and Subs	510200	6,239	2,704	4,400	4,400
Small Tools and Equipment	510300	32,580	34,396	24,100	24,100
Uniform & Clothing	510400	13,501	16,903	12,800	12,800
Safety and Health	510500	1,886	2,591	2,800	2,800
Maintenance & Construction	510600	348,254	398,106	265,900	265,900
Agriculture	510700	90,382	92,011	97,000	97,000
Electricity - Buildings & Fac.	515100	438,629	461,975	484,250	484,250
Electricity - Power	515200	223,507	221,491	255,200	255,200
Electricity - Street Lights	515300	1,007,520	976,105	1,000,000	1,000,000
Gas	515400	19,875	32,848	25,000	25,000
Water - Domestic	515500	92,152	52,344	131,100	57,000
Water - Parks and Parkways	515600	748,009	617,773	785,000	785,000
Waste Disposal	515700	139,808	119,480	157,800	157,800
Janitorial and Housekeeping	515800	211,823	217,962	221,500	221,500
Postage	520100	3,812	3,195	-	-
Legal Advertising/Filing Fees	520200	195,300	185,000	189,100	189,100
Telephone/Radio/Communications	520400	52,612	61,795	62,500	62,500
Meetings & Conferences	520500	920	4,946	900	400

# PUBLIC SERVICES DEPARTMENT (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18	FY 18-19	FY 19-20	FY 20-21
		Actuals	Actuals	Adopted Budget	Proposed Budget
<b>PUBLIC SERVICES DEPARTMENT BY ACCOUNT: GENERAL FUND ONLY</b>					
<b>Maintenance and Operations (Continued)</b>					
Professional Development	520900	-	-	17,250	17,250
Buildings and Structures	525100	148,514	181,426	210,000	200,000
Landscaping and Sprinklers	525200	3,093,372	2,975,591	3,230,000	2,842,500
Office Equipment	525700	1,877	3,070	1,800	1,800
Other Equipment	525800	722,753	774,556	850,000	718,000
Streets, Alleys and Sidewalks	525900	942,661	973,954	1,007,200	507,200
Employment	530100	32,603	39,101	-	-
Consulting	530200	1,210,160	636,941	373,700	373,700
Engineering and Architectural	530400	4,644	9,807	8,500	8,500
External Rent	535400	12,344	9,636	14,900	14,900
Grants, Loans and Subsidies	535500	6,006	-	-	-
Central Services	535800	15,041	12,939	11,481	4,564
Internal Rent - Postage	535900	-	-	3,925	3,432
Internal Rent - Maintenance	536100	169,991	330,139	59,500	59,500
Internal Rent - Repl. Cost	536200	126,903	121,182	194,900	269,856
Internal Rent - IT Replacement	536300	27,828	27,826	-	-
Internal Rent - Fuel	536400	-	-	86,700	86,700
Internal Rent - General Liability	536500	-	-	522,200	699,861
Internal Rent - Workers' Comp	536600	-	-	220,200	222,848
Internal Rent - Unemployment	536700	-	-	9,356	9,658
General Liability	540100	921,278	1,049,779	-	-
Taxes & Assessments	540700	59,982	60,661	61,800	61,800
Other Costs	540900	101	76	-	-
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$11,142,355</b>	<b>\$10,724,526</b>	<b>\$10,609,962</b>	<b>\$ 9,754,019</b>
<b>Fixed Assets</b>					
Other Equipment	590800	\$ 56,850	\$ 22,730	\$ 7,900	\$ 7,900
<b>Subtotal Fixed Assets</b>		<b>\$ 56,850</b>	<b>\$ 22,730</b>	<b>\$ 7,900</b>	<b>\$ 7,900</b>
<b>Total Public Services Department</b>		<b>\$18,313,322</b>	<b>\$18,561,083</b>	<b>\$19,209,987</b>	<b>\$17,801,071</b>



**NON-DEPARTMENTAL**

FY | 2020-2021

For accounting and budgeting purposes only, Non-Departmental serves as a cost center to house charges and appropriations that are not assigned or chargeable to a specific department or function. It is categorized as a General Government Support function.

**NON-DEPARTMENTAL - 90000***NON-DEPARTMENTAL – 50240*

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This cost center accounts for debt service requirements related to the City's outstanding bonds. It also accounts for interfund transfers planned for the fiscal year, including the transfer to the Capital Improvement Fund in accordance with the Capital Asset Needs Ordinance. A contingency of \$138 thousand has been included in the annual operating budget. These amounts will allow the City Manager to retain budget flexibility for operations during the fiscal year and will be used in accordance with the City's financial policies. Legal costs to defend the City in litigation matters that are not assigned or associated with a specific department are included here. This cost center also reflects the budget for general salary adjustment for the coming year. After the budget is adopted and labor negotiations are completed, the appropriations for general salary adjustment are moved to each department, as appropriate. Hence, the "actual" columns for salaries and benefits account reflect a zero amount. There are labor negotiations scheduled for Fiscal Year 2019-20, however there is also discussion of a ten percent furlough due to the economic instability projected for Fiscal Year 2020-21. The ten percent furlough is included in the Fiscal Year 2020-21 Non-Departmental Budget.

In addition, this cost center accounts for the operating subsidy to the Housing Authority for the Bridge Shelter program and Network for Homeless Solutions program.



## NON-DEPARTMENTAL (CONTINUED)

### BUDGET NARRATIVE

The Fiscal Year 2020-21 Non-Departmental budget totals \$10.2 million, a decrease of \$2.5 million, or 19.4 percent, compared to the adopted budget for Fiscal Year 2019-20. The decrease is primarily attributed to the waiving of the City's CAN Ordinance requirement of the General Fund Revenues transfer of 5% to the Capital Improvement Fund. In addition, there is a decrease due to a proposed ten percent furlough. The decreases are slightly offset by the transfer of the Post Benefits Employment program from the City Manager's Office.

Expense by Fund	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>NON-DEPARTMENTAL BY FUNDING SOURCE</b>				
General Fund - 101	\$ 18,241,551	\$ 23,086,453	\$ 11,475,099	\$ 10,171,774
Park Development Fees Fund - 208	10,810	13,577	-	-
Fire Systems Dev. Fees Fund -218	125,000	-	-	-
Capital Improvement Fund - 401	-	40,000	1,150,000	-
Vehicle Parking District #1 Fund - 409	319	436	-	-
Vehicle Parking District #2 Fund - 410	605	605	-	-
<b>Total Non-Departmental</b>	<b>\$ 18,378,283</b>	<b>\$ 23,141,071</b>	<b>\$ 12,625,099</b>	<b>\$ 10,171,774</b>

Expense Category by Program	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>NON-DEPARTMENTAL BY PROGRAM</b>				
<b>NON-DEPARTMENTAL - 90000</b>				
<b>Non-Departmental - 50240</b>				
Salaries and Benefits	\$ 500,000	\$ -	\$ -	\$ (2,886,015)
Maintenance and Operations	3,852,935	3,026,826	7,194,958	6,345,865
Fixed Assets	-	20,000	-	-
Transfers Out	14,025,348	20,094,245	5,430,141	4,099,924
<b>Subtotal Non-Departmental</b>	<b>\$ 18,378,283</b>	<b>\$ 23,141,071</b>	<b>\$ 12,625,099</b>	<b>\$ 7,559,774</b>

### Non-Departmental - 50650

Salaries and Benefits	\$ -	\$ -	\$ -	\$ 2,611,000
Maintenance and Operations	-	-	-	1,000
Fixed Assets	-	-	-	-
<b>Subtotal Non-Departmental</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,612,000</b>

### **TOTAL NON-DEPARTMENTAL**

Salaries and Benefits	\$ 500,000	\$ -	\$ -	\$ (275,015)
Maintenance and Operations	3,852,935	3,026,826	7,194,958	6,346,865
Fixed Assets	-	20,000	-	-
Transfers Out	14,025,348	20,094,245	5,430,141	4,099,924
<b>Total Non-Departmental</b>	<b>\$ 18,378,283</b>	<b>\$ 23,141,071</b>	<b>\$ 12,625,099</b>	<b>\$ 10,171,774</b>



# NON-DEPARTMENTAL (CONTINUED)

From Fiscal Year 2017-2018 Through Fiscal Year 2020-2021

Expense by Account		FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Adopted Budget	FY 20-21 Proposed Budget
<b>NON-DEPARTMENTAL BY ACCOUNT</b>					
<b>Salaries and Benefits</b>					
TBD: Furlough	502200	\$ -	\$ -	\$ -	\$ (2,886,015)
Retirement	505300	500,000	-	-	151,000
Employer Contr.Retirees' Med.	506100	-	-	-	2,460,000
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (275,015)</b>
<b>Maintenance and Operations</b>					
Multi-Media, Promotions and Subs	510200	\$ 170,287	\$ 151,230	\$ 164,000	\$ -
Legal Advertising/Filing Fees	520200	133	-	-	-
Consulting	530200	-	-	-	1,000
Legal	530300	-	-	1,500,000	1,500,000
Principal Payments	535100	2,685,000	1,610,261	1,800,000	2,375,000
Interest Payments	535200	997,515	1,263,185	1,230,958	1,155,360
External Rent	535400	-	2,150	-	-
Contingency	540800	-	-	500,000	138,302
Other Costs	540900	-	-	2,000,000	1,177,203
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 3,852,935</b>	<b>\$ 3,026,826</b>	<b>\$ 7,194,958</b>	<b>\$ 6,346,865</b>
<b>Fixed Assets</b>					
Buildings and Structures	590400	\$ -	\$ 20,000	\$ -	\$ -
<b>Subtotal Fixed Assets</b>		<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Transfers Out</b>					
Transfers Out	595100	\$14,025,348	\$20,094,245	\$ 5,430,141	\$ 4,099,924
<b>Subtotal Transfers Out</b>		<b>\$14,025,348</b>	<b>\$20,094,245</b>	<b>\$ 5,430,141</b>	<b>\$ 4,099,924</b>
<b>Total Non-Departmental's Office</b>		<b>\$18,378,283</b>	<b>\$23,141,071</b>	<b>\$12,625,099</b>	<b>\$10,171,774</b>



## CAPITAL IMPROVEMENT PROGRAM

FY | 2020-2021

## CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) is a summary of the major capital and public improvements to the City's infrastructure. A capital or public improvement project is defined as expenditures on capital assets with a value greater than \$30,000 that are stationary in nature, including but not limited to, publicly owned or operated streets, highways, bridges, sidewalks, curbs, gutters, alleys, storm drains, trees and landscaping, medians, parks, playgrounds, traffic signals, streetlights, fences, walls, or other infrastructure. The CIP also includes other types of capital improvements including those specific to capital facilities, which are defined as city owned or operated buildings including, but not limited to, City Hall, Civic Center, Police Department, Old Corp Yard, fire stations, libraries, and community centers. Also included within the CIP are consolidated building modification projects. Capital projects differentiate themselves from building modification projects in the dollar amount of the project. Individual building modification projects are minor maintenance improvements capped at \$30,000, each respectively. In addition, capital projects have a wider scope of work and can span over multiple fiscal years. In such cases, continuing appropriations are a part of the annual budget to transparently track these multi-year capital projects. Other routine capital purchases, such as the purchase of new vehicles, computer hardware, and other equipment, are accounted for in other special funds, such as the Equipment Replacement Fund and IT Replacement Fund. These are not reflected in the CIP.

The CIP is important for planning and managing the City's growth and development as well as maintaining existing infrastructure. The CIP is a living document that continues to evolve each fiscal year through the budgeting process to reflect City Council and community goals, needs, and desires. Planning for capital improvements is an ongoing process. As the City's infrastructure condition(s) and needs change, capital programs and priorities are adjusted. New construction may be required to accommodate an increased demand or replace aging facilities, while existing infrastructure requires periodic rehabilitation, replacement, or other improvements to protect the City's investments.

The Fiscal Year 2020-21 budget for the CIP is approximately \$13.9 million across all funding sources, which is a decrease of 3.7 million or a 21% percent decrease compared to the adopted budget for Fiscal Year 2019-20.

The Fiscal Year 2020-21 CIP includes the construction of the Costa Mesa Permanent Bridge Shelter with anticipated \$4 million construction cost with funding from Community Development Block Grant (CDBG) and County/Central SPA grant funding and Newport Boulevard Frontage Road improvements with funding from Road Maintenance and Rehabilitation Account (RMRA), which all represent large financial commitments.

The table below reflects the adopted project expenditures for the CIP as well as the \$33.5 million in re-budgeted funds estimated to carry forward from the prior fiscal year for ongoing capital projects:

TOTAL CAPITAL IMPROVEMENT PROGRAM	
1-Year CIP	\$13,855,245
Ongoing CIP (continuing appropriation)	\$33,540,011
<b>Total Capital Improvement Program</b>	<b>\$47,395,256</b>

## CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

### CAPITAL IMPROVEMENT PROGRAM OVERVIEW

The CIP is organized and summarized by the following sections:

#### BUDGET GUIDE

The CIP Budget Guide provides a narrative overview of the CIP, including how the program is developed. The guide identifies funding sources and categories of projects. It also reflects various summaries of projects by category, district, and funding source.

#### CIP ACCOMPLISHMENTS

Included in this CIP section are major project-specific accomplishments from the prior fiscal year. A full list of recently completed and active projects with more information and photos is available on the City's website at [www.costamesaca.gov/CIP](http://www.costamesaca.gov/CIP).

#### ONGOING CAPITAL IMPROVEMENT PROJECTS

The CIP section includes a list of ongoing capital projects that the City Council has authorized to re-budget and carry forward from the prior fiscal year. As the implementation of some capital projects straddle fiscal years, due to complexities of project or other issues, this list is a transparent way to reflect all open projects with their corresponding remaining balance. Adoption of the CIP also provides explicit City Council approval to reappropriate these remaining project balances.

#### PROPOSED CAPITAL IMPROVEMENT PROJECTS BY CATEGORY AND CITY COUNCIL GOALS

Best practices recommend that state and local governments establish an objective process for categorizing and prioritizing capital improvement projects. The proposed capital projects by category provides a high-level summary of the projects by voting district. The voting district reflects the actual project location; however, some projects may provide a communitywide benefit. The capital projects are also classified using the following categories (which are further defined under the *Prioritization and Categorization* section):

- 1 – Risk to Health, Safety or Environment
- 2 – Regulatory or Mandated Requirement
- 3 – Grant Funding
- 4 – Master Plan, General Plan
- 5 – Asset Condition, Annual Recurring Costs

In addition, this summary includes a corresponding project status, defined below:

- **New project** – projects with this status are not previously budgeted projects and represent new financial commitments to fund the projects as well as ongoing operation, maintenance, and rehabilitation costs.
- **Existing project** – projects with this status are previously budgeted projects that are not completed or span multiple fiscal years and are generally phased.
- **Ongoing project** – projects with this status are ongoing citywide projects that are budgeted every fiscal year in the CIP and relate to annual citywide improvements or maintenance. Examples of projects with this status include Citywide Street Improvements, Citywide Storm Drain Improvements, or Parkway Improvement Program. The project detail forms for these projects will not reflect prior budgets or expenditures as the remaining balances for these projects are reflected on the *Ongoing Capital Improvement Projects* summary.

## CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

This section also reflects how all capital projects tie back to the City Council's established goals. Each project will meet one or more of the below priorities:

- **Goal #1:** Keep our Community Safe
- **Goal #2:** Improve our Neighborhoods and Quality of Life
- **Goal #3:** Keep the City Fiscally Sustainable
- **Goal #4:** Address Housing Shortages and Homeless
- **Goal #5:** Improve Mobility and Parking
- **Goal #6:** Good Government and Community Engagement

### PROPOSED CAPITAL IMPROVEMENT PROJECTS MAP – BY VOTING DISTRICT

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Fiscal Year 2020-21 marks the transition of the CIP to reflect voting districts. A map depicting the geographical location of the capital projects with an overlay reflecting the voting districts is included in this section. The voting district reflects the actual project location; however, some projects may provide a communitywide benefit. Citywide or “ongoing” projects are not included on this map they are not specific to any one location or voting district.

### PROPOSED CAPITAL IMPROVEMENT PROJECTS BY FUNDING SOURCE

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The summary of proposed capital projects by funding source provides a detailed list of each project and corresponding funding sources for Fiscal Year 2020-2021. A new addition to the projects category for FY 2020-21 is the “Energy and Sustainability.” This will identify projects that promote City Council's goals of implementing energy efficiency and sustainability practices at City Hall, in public buildings, parks and public spaces. City staff is working on various initiatives that will result in energy savings, reduced maintenance costs and potential revenues. This summary is organized by the following project types:

- **Energy and Sustainability** – projects in this category include any sustainability related initiatives, including planning and implementation of energy efficiency measures at City owned facilities, expanding renewables (i.e. Solar PV) and electrifying transportation by expanding the electric vehicle (EV) charging infrastructure and Zero Emission Vehicles (ZEVs) citywide.
- **Facilities** – projects in this category include any facility maintenance, improvements or reconstruction.
- **Parks** – projects in this category include any maintenance, improvements, or development at park facilities.
- **Parkway and Medians** – projects in this category include any parkway and median landscape maintenance or curb/median construction.
- **Streets** – projects in this category include any street maintenance (i.e. slurry seal, rehabilitation, etc.) or repairs and storm drain or water quality related improvements.
- **Transportation** – projects in this category include any transportation related improvements or maintenance, including active transportation projects, traffic signal maintenance and improvements, and general neighborhood traffic improvements.

## CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

### CAPITAL IMPROVEMENT PROJECT DETAILS

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This section provides detailed information about all projects, funding levels, and funding sources. These forms are project-specific and reflect all prior, current, and future project expenditures by phase to provide a total project cost for the City Council and community.

Each project-specific form also includes an estimated financial operating impact for consideration in the budget adoption process that outlines ongoing operation, maintenance, and rehabilitation costs. These estimates are prepared per project and are subject to change based on final project design and/or construction. Certain ongoing citywide projects do not include maps or images as the maintenance districts are not specific to any one location or voting district. Additionally, these projects do not reflect prior budgets or expenditures as they are classified as “ongoing” projects. As such, the remaining balances for these projects are reflected on the *Ongoing Capital Improvement Projects* summary.

### FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

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The Five-Year CIP also includes a “future” column for projects that are not developed at this time or may be implemented after Fiscal Year 2025-2026. Each fiscal year of the Five-Year CIP includes a realistic cost estimate that is within range of prior year CIP total costs. However, the cost estimates for each project are presented at current value/current dollars and are not escalated for inflation. As a result, the estimates are subject to change. Additionally, although the schedule spans five years and future, funds for only the first year are appropriated within the Fiscal Year 2020-21 Budget. The schedule provides a view of upcoming fiscal year capital projects that could be adjusted based on changing City Council and community priorities or financial capabilities. The revised 5-year CIP represents an overall well-balanced, long-term plan reflecting current City Council’s strategic goals and priorities. All projects including those in “future” years remain eligible for any grant funding, should opportunities arise.

### PERCENTAGE OF GENERAL FUND BUDGET FOR CAPITAL EXPENDITURES

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On September 15, 2015, the City Council adopted the Capital Asset Needs (CAN) Ordinance as a result of a new policy being adopted during the preparation of the Fiscal Year 2015-16 budget. The ordinance added Article 8 to Chapter V of Title 2 of the Costa Mesa Municipal Code to establish the requirement for the City to annually allocate a minimum of five percent (5%) of the General Fund revenue to a capital expenditures account and one and one-half percent (1.5%) of General Fund revenue to a capital facilities account. These funds are to be used for the construction, design, engineering, project management, inspection, contract administration and property acquisition of city owned or operated facilities.

In addition, the Capital Facilities account may also be used toward debt obligations created to fund Capital Facilities where the indebtedness after the effective date of the ordinance.

In the event of an economic downturn, natural disaster, emergency or other unforeseen circumstance, or if the General Fund Operating Reserve falls below the level established by resolution of the City Council pursuant to Section 2-205 of the Costa Mesa Municipal Code, the City is not required to comply with the requirements set forth above. Use of such exceptions requires approval by a supermajority of the City Council.

### CIP GOALS

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The CIP is developed based on the City Council and community’s overarching goals. This is specifically reflected in the Adopted Capital Improvement Projects by Category and City Council Goals section. Additionally, the program is developed in accordance with elements in the City’s General Plan as well as City Council adopted planning documents and master plans.

## CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

### CIP BUDGET DEVELOPMENT PROCESS

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As part of the annual budget process, the Finance Department and Public Services Department partner to propose a balanced list of projects that consider the complex workloads associated with each project as well as funding sources and available resources. In collaboration with the City Manager's Office, capital projects are recommended by departments and reviewed and evaluated by both the Finance Department and Public Services Department to ensure that the City's priorities, infrastructure needs, financial capacity, and impact the projects have on the City's operating budget are addressed.

Typically, a number of projects are identified and requested each year; however, not all of the projects can be funded. An evaluation process is conducted in collaboration with each department to discuss priorities and needs. A list of recommended projects is presented to the City Manager for consideration and all projects considered, but not recommended, are deferred and included in the Five-Year CIP for future consideration.

Additionally, there is a number of capital projects that may be requested and are pending other funding sources, including competitive grants. Projects that may be expecting such competitive grant funding, or funded with other similar outside resources, are not budgeted in the current fiscal year until the funding is awarded, but they are referenced in the Five-Year CIP. As a result, throughout the fiscal year, the City Council will receive recommendations to authorize new capital projects and approve budget adjustments to recognize and appropriate the competitively sourced funding.

Once the proposed list is prepared, the City Council meets individually with staff to review the proposed projects and make additional recommendations. Once the CIP budget is completed, it is presented to the Finance and Pension Advisory Committee, Parks, Arts and Community Services Commission, and the Planning Commission for consideration based on their respective purviews. Following their respective reviews and approval, the CIP budget is presented to City Council for consideration and adoption.

### PRIORITIZATION & CATEGORIZATION

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The CIP is updated annually allowing the City to re-evaluate its priorities and needs in each subsequent year based upon the most current revenue projections and project priorities. Capital projects affecting public health and safety, and/or legal mandates receive the highest priority. The remaining projects are prioritized for final City Council consideration and adoption by City Council goals, conformance to the City's General Plan and corresponding planning documents and approved master plans, asset conditions, and available grant funding.

The categories aiding in prioritization of these projects are outlined and defined below:

- **1 – Risk to Health, Safety or Environment** – projects in this category provide an immediate health or safety concern. These are high priority projects.
- **2 – Regulatory or Mandated Requirement** – projects in this category are mandated or in accordance with government regulations. Projects in this category are required and may not be defunded or deferred.
- **3 – Grant Funding** – projects in this category generally have competitively sourced funding and are subject to a timeframe outlined in the grant documents. Consequently, deferring these projects may result in forfeiture of grant funding.
- **4 – Master Plan, General Plan** – projects in this category are in conformance with the City's General Plan and related planning documents. They are also projects specifically identified in other approved master plans, such as park-specific master plans, Active Transportation Plan or Parks, Open Space, & Recreation Master Plan.



## CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

- **5 – Asset Condition, Annual Recurring Costs** – projects in this category may either be annual recurring extraordinary maintenance costs or one-time/infrequent projects that improve the condition of the City's assets. Some projects in this category include playground resurfacing and equipment replacement, street rehabilitation or sidewalk and parkway repairs. Some projects in this category may also be categorized as 1 – Risk to Health, Safety or Environment after previously being deferred.

### PROJECT ESTIMATES & FUNDING SOURCES

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The Public Services Department develops project cost estimates based on prior experience with similar projects or preliminary designs already completed. The cost estimates for each project are presented at current value/current dollars and are not escalated for inflation. As a result, the estimates are subject to change or escalation, particularly in the outer years of the Five-Year CIP. Occasionally the scope of the project may change resulting in higher costs than the original estimate. This also includes projected operating costs or impacts of the capital projects which are estimated per project and subject to change based on final project design and/or construction.

If project costs at the time of bid award are more than budgeted amounts, five options are considered:

- Eliminate the project; or
- Defer the project for consideration during future budget processes; or
- Re-scope or change the phasing of the project to meet the existing approved budget; or
- Request City Council to transfer funding from another specified project that has savings and/or is a lower priority; or
- Request City Council appropriate additional resources, as necessary, from the respective fund balances.

At project completion, any unused funds are returned to the unassigned fund balance for the respective funds.

The City employs a combination of approaches to fund its capital projects. The Finance Department and Public Services Department funding recommendations are based upon the most current revenue projections. For many smaller improvement projects, funds are appropriated from available cash on hand. Large-scale capital projects are funded through a variety of methods including long-term financing, user fees, proceeds from bond issues, grants, assessments, impact fees, and reserve balances. A list and description of capital project funding sources is provided in the *Description of Funds*.

### CONTINGENCIES & CHANGE ORDERS

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A contingency is included within applicable projects as specified on the project detail forms' cost breakdown. These amounts allow for budget flexibility for unanticipated concerns or cost escalations during the project, including potential change orders.

Change orders for projects are processed in accordance with the adopted City Council Policy 700-1, *Change Orders on Capital Improvements*. This Policy provides flexibility for unforeseen circumstances on Capital Improvement Projects when change orders are required. These change orders are generally the result of additions or deletions to the project, revisions to the project, and omissions or errors in the original project plans and/or specifications. The policy does not provide budget authority for change orders as City Council would first need to approve a budget adjustment appropriating or transferring the necessary funding.



## CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

The policy provides staff with the following latitude while also maintaining accountability for expenditures:

CITY COUNCIL POLICY 700-1		
CHANGE ORDER AMOUNT/PERCENT	MAXIMUM COLLECTIVE SUM	APPROVAL LEVEL
\$5,000 or 1% of original contract (whichever is greater)	Sum of all change orders can't exceed 5% of original contract or \$5,000	Department Head
Up to \$50,000 or 5% of original contract (whichever is greater)	Sum of all change orders can't exceed 10% of original contract or \$50,000	City Manager
Over \$50,000 or 5% of original contract (whichever is greater)	Sum of all change orders that exceed 10% of original contract or \$50,000	City Council (requires new business item on Agenda)
Scope of work changes (when project is materially changed)	All material changes to the scope regardless of the amount or collective sum	City Council (requires new business item on Agenda)

## CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

### Ongoing Capital Improvement Projects Remaining Balances as of 05/15/2020

No.	Proj #	Project Name	TOTAL ALL FUNDS		
			Budget	Actuals	Remaining Balance
1	200062	Building Maintenance Projects	\$ 2,614,004	\$ 2,473,904	\$ 140,100
2	200084	Fire Stations #2-#6: Critical Infrastructure Protection	100,000	29,547	70,453
3	200091	City Hall- Elevators Modernization	7,712	712	7,000
4	200092	Fire Suppression System & Fire Panel Upgrade	527,568	68,901	458,667
5	200094	Range Remodel/Update	100,000	10,530	89,470
6	200097	Electric Vehicle Fleet and Infrastructure	227,540	22,800	204,740
7	200098	Costa Mesa Bridge Shelter	8,625,000	7,201,696	1,423,304
8	300148	Citywide Bicycle Rack Improvements	100,000	-	100,000
9	300162	I-405 Improvement	1,006,880	313,466	693,414
10	300163	Citywide Neighborhood Traffic Improvements	262,800	204,884	57,916
11	300168	Bear Street Improvements I-405 to Baker Street	715,000	27,000	688,000
12	300169	Fairview Road Improvements - I-405 to Adams Avenue	1,178,820	-	1,178,820
13	300171	SB Newport Blvd Improvement (Mesa to Victoria)	1,908,337	-	1,908,337
14	300172	Pavement Mitigation I -405 Project	249,500	-	249,500
15	350030	Westside Restoration Project	125,000	-	125,000
16	370034	Fairview Road Traffic Signal Synchronization	1,970,896	1,089,361	881,535
17	370047	Sunflower Traffic Signal Synchronization	713,746	699,146	14,600
18	370048	Harbor Boulevard - South Coast Drive Improvements	200,000	-	200,000
19	370050	West 17th St. Design - Newport Boulevard to West City Limits	862,500	201,853	660,647
20	370051	Fairview Road Improvements (Baker St. to Adams Av.)	710,600	143,273	567,327
21	370052	Newport Boulevard Improvements from 19th St. to 17th St.	656,250	97,540	558,710
22	370055	Traffic Signal Preemption	375,000	351,201	23,799
23	370056	Bear Street Traffic Signal Synchronization	605,253	144,805	460,448

## CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

### Ongoing Capital Improvement Projects Remaining Balances as of 05/15/2020

No.	Proj #	Project Name	TOTAL ALL FUNDS		
			Budget	Actuals	Remaining Balance
24	370057	RedHill Ave Traffic Signal Synchronization	330,400	-	330,400
25	400012	Citywide Alley Improvements	1,958,019	1,538,019	420,000
26	400015	Citywide Street Improvements	20,326,742	15,296,906	5,029,836
27	450009	West 19th Bicycle Lanes and Route	397,710	322,710	75,000
28	450010	Citywide Class II and III Bicycle Projects	120,461	-	120,461
29	450011	Merrimac Way Bicycle Facility	2,030,000	-	2,030,000
30	450013	Adams Ave Multi-Purpose Trail	325,000	46,643	278,357
31	500009	New Sidewalk / Missing Link Program	391,525	341,525	50,000
32	500010	Parkway Maintenance Program Citywide	350,000	-	350,000
33	500017	Priority Sidewalk Repair	250,000	225,231	24,769
34	550008	Citywide Catch Basin Insert and Water Quality Improvement	110,886	60,716	50,170
35	550011	Citywide Storm Drain Improvements - Fairview Park Storm	987,518	-	987,518
36	550011	Citywide Storm Drain Improvements	1,462,225	512,984	949,241
37	550021	Bristol Street Storm Drain Diversion Project	1,848,500	1,451,108	397,392
38	550022	Westside Storm Drain Improvements	500,000	-	500,000
39	700027	TeWinkle Park - Skate Park Expansion	70,000	37,841	32,159
40	700080	Park Security Lighting	475,000	48,396	426,604
41	700106	Various Parks - Sidewalk Replacement	64,686	-	64,686
42	700110	Open Space Master Plan Update	200,000	183,408	16,592
43	700111	Various Parks Rehab Parking Lots	50,000	-	50,000
44	700115	Jack Hammett Sports Complex ADA Improvements	1,763,652	57,581	1,706,071
45	700120	NMUSD - Field Improvements	615,000	-	615,000
46	700128	Park Accessibility	54,000	-	54,000

## CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

### Ongoing Capital Improvement Projects Remaining Balances as of 05/15/2020

No.	Proj #	Project Name	TOTAL ALL FUNDS		
			Budget	Actuals	Remaining Balance
47	700129	Shalimar Park Improvements	250,000	-	250,000
48	700132	Fairview Park - Vernal Pool Restoration	300,000	40,497	259,503
49	700133	Canyon Park Inventory Management & Restoration	60,000	-	60,000
50	700134	Fairview Park Fence Sign Trail	150,000	-	150,000
51	700135	Fairview Park Master Plan Update	250,000	-	250,000
52	700138	Victoria Street Trail Outdoor Exercise Equipment	140,000	-	140,000
53	800015	Lions Park Projects & Playground	38,537,000	31,426,529	7,110,471
<b>Total Ongoing Capital Improvement Projects</b>			<b>\$ 98,210,730</b>	<b>\$ 64,670,716</b>	<b>\$ 33,540,014</b>

More detailed information and photos for these projects is available at <https://www.costamesaca.gov/CIP>.










No.	Project Name	Category	Dist. No.	Safe Community
1	City Hall - Electric Vehicle Charging Stations	3 - Grant Funding	3	
2	Building Modification Projects	5 - Asset Condition, Annual Recurring Costs	All	✓
3	City Hall - Elevator Modernization	5 - Asset Condition, Annual Recurring Costs	3	✓
4	Corp Yard- Underground Fuel Dispenser Containments & Maintenance Access Cover Upgrades	2 - Regulatory or Mandated Requirement	1	✓
5	Costa Mesa Bridge Shelter	2 - Regulatory or Mandated Requirement	2	✓
6	Fire Station 3 - Groundwater/ Soil Assessment	2 - Regulatory or Mandated Requirement	5	✓
7	Fire Station 3 - Repairs	1 - Risk to Health, Safety or Environment	5	✓
8	Fire Stations - Minor Projects at Various Fire Stations	1 - Risk to Health, Safety or Environment	All	✓
9	Ketchum-Libolt Park Expansion	4 - Master Plan, General Plan	4	
10	Park Sidewalk / Accessibility Program	1 - Risk to Health, Safety or Environment	All	✓
11	Wilson & TeWinkle Parks Bridge Replacement	1 - Risk to Health, Safety or Environment	3	✓
12	New Sidewalk/Missing Link Program	1 - Risk to Health, Safety or Environment	All	✓
13	Parkway & Medians Improvement Program	1 - Risk to Health, Safety or Environment	All	✓
14	Priority Sidewalk Repair	1 - Risk to Health, Safety or Environment	All	✓
15	Citywide Alley Improvements	4 - Master Plan, General Plan	All	✓
16	Citywide Street Improvements	4 - Master Plan, General Plan	All	✓
17	Newport Blvd Improvements-N/B from 22nd St. to Bristol St. & S/B from Bristol to Mesa	4 - Master Plan, General Plan	3	✓
18	Westside Storm Drain Improvements	4 - Master Plan, General Plan	4&5	✓
19	Adams Avenue at Pinecreek Drive - Improvements	3 - Grant Funding	3	
20	Baker / Randolph Intersection Traffic Signal Installation	4 - Master Plan, General Plan	2	✓

## CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

### Capital Improvement Projects By Category and City Council Goals Fiscal Year 2020-2021

 Improving Neighborhoods	 Fiscally Sustainable	 Housing Commitments	 Transportation Solutions	 Community Engagement	Fiscal Year 2020-21
	✓		✓		\$ 185,356
					125,000
					700,000
					95,000
✓		✓			2,645,244
					50,000
					125,000
					100,000
✓				✓	50,000
✓					100,000
✓					200,000
✓	✓		✓		300,000
✓	✓		✓		375,000
✓	✓		✓		50,000
✓					300,000
✓			✓		3,300,000
✓			✓		2,134,145
✓					550,000
✓			✓	✓	1,070,000
✓			✓		300,000








No.	Project Name	Category	Dist. No.	Safe Community
21	Bear Street Pedestrian Signal at Education First	3 - Grant Funding	2	✓
22	Bear Street Traffic Signal Synchronization	3 - Grant Funding	1&2	
23	Citywide Bicycle Rack Improvements	4 - Master Plan, General Plan	All	
24	Citywide Class II and III Bicycle Roadway Projects	4 - Master Plan, General Plan	All	
25	Citywide Neighborhood Traffic Improvements	1 - Risk to Health, Safety or Environment	All	✓
26	Citywide Parking Study	4 - Master Plan, General Plan	All	
27	Citywide Traffic Signal Improvements	4 - Master Plan, General Plan	All	
28	Fairview Road - Traffic Signal Synchronization	3 - Grant Funding	1,2,3 &5	
29	Local Road Safety Plan	3 - Grant Funding	All	✓
30	Project W- Transit Stop Improvement	3 - Grant Funding	3&4	
31	West 19th St. at Wallance Avenue Traffic Signal	4 - Master Plan, General Plan	4	



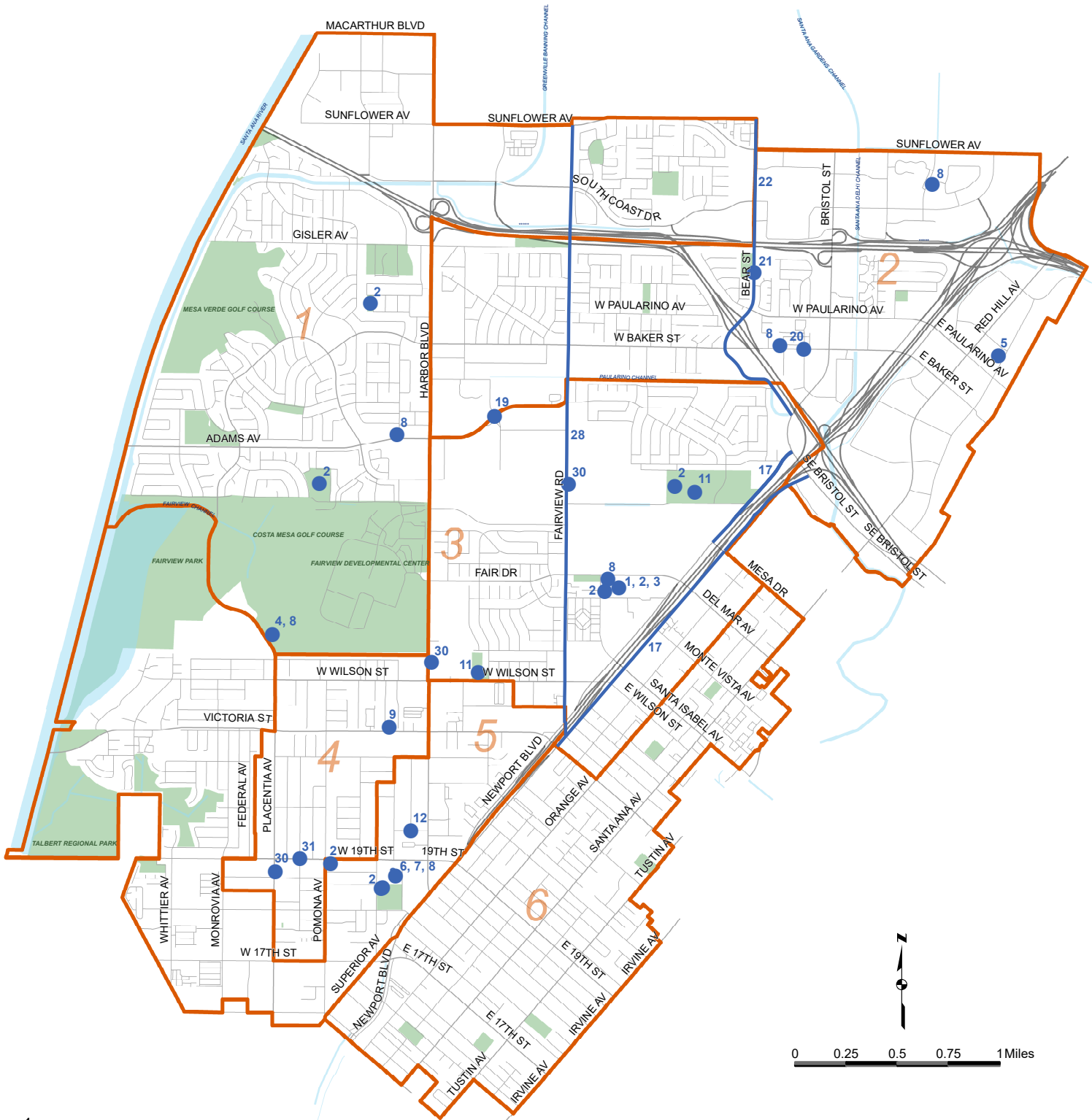
## CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

### Capital Improvement Projects By Category and City Council Goals Fiscal Year 2020-2021

 Improving Neighborhoods	 Fiscally Sustainable	 Housing Commitments	 Transportation Solutions	 Community Engagement	Fiscal Year 2020-21
✓			✓		300,000
			✓		31,000
			✓	✓	50,000
			✓	✓	200,000
✓			✓		50,000
✓			✓	✓	135,000
			✓		50,000
			✓		100,000
			✓	✓	80,000
✓			✓		74,500
			✓		30,000
					<b>\$ 13,855,245</b>

# CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Map by Voting District



1

<sup>1</sup> Citywide projects that are not specifically defined and/or larger areas projects (i.e. Westside projects) are not geographically displayed above as they are not specific to any one location or district.



No. Category/Project Name		Gas Tax (HUTA) Fund 201	AQMD Fund 203	CDBG Fund 207	Park Development Fees Fund 208
<b>ENERGY AND SUSTAINABILITY</b>					
1	City Hall - Electric Vehicle Charging Stations	\$ -	\$ 115,356	\$ -	\$ -
	<i>SUBTOTAL ENERGY AND SUSTAINABILITY</i>	-	115,356	-	-
<b>FACILITIES</b>					
2	Building Modification Projects	\$ -	\$ -	\$ -	\$ -
3	City Hall - Elevator Modernization	-	-	-	-
4	Corp Yard -UDC and Maintenance Access Cover Upgrades	-	-	-	-
5	Costa Mesa Bridge Shelter	-	-	645,244	-
6	Fire Station 3 - Groundwater/ Soil Assessment	-	-	-	-
7	Fire Station 3 Repairs	-	-	-	-
8	Fire Stations - Minor Projects at Various Fire Stations	-	-	-	-
	<i>SUBTOTAL FACILITIES</i>	-	-	645,244	-
<b>PARKS</b>					
9	Ketchum-Libolt Park Expansion	-	-	-	50,000
10	Park Sidewalk / Accessibility Program	-	-	-	-
11	Wilson & TeWinkle Parks Bridge Replacement	-	-	-	200,000
	<i>SUBTOTAL PARKS</i>	-	-	-	250,000
<b>PARKWAYS AND MEDIANS</b>					
12	New Sidewalk / Missing Link Program	300,000	-	-	-
13	Parkway and Medians Improvement Program	200,000	-	-	-
14	Priority Sidewalk Repair	50,000	-	-	-
	<i>SUBTOTAL PARKWAY AND MEDIANS</i>	550,000	-	-	-
<b>STREETS</b>					
15	Citywide Alley Improvements	300,000	-	-	-
16	Citywide Street Improvements	1,000,000	-	-	-
17	Newport Blvd Improvements-N/B 22nd to Bristol & S/B Bristol to Mesa	-	-	-	-
18	Westside Storm Drain Improvements	-	-	-	-
	<i>SUBTOTAL STREETS</i>	1,300,000	-	-	-
<b>TRANSPORTATION</b>					
19	Adams Avenue at Pinecreek Drive - Improvements	-	-	-	-
20	Baker / Randolph Intersection Traffic Signal Installation	-	-	-	-
21	Bear Street Pedestrian Signal at Education First	-	-	-	-
22	Bear Street Traffic Signal Synchronization	-	-	-	-
23	Citywide Bicycle Rack Improvements	-	-	-	-
24	Citywide Class II and III Bicycle Roadway Projects	-	-	-	-
25	Citywide Neighborhood Traffic Improvements	-	-	-	-
26	Citywide Parking Study	-	-	-	-
27	Citywide Traffic Signal Improvements	-	-	-	-
28	Fairview Road - Traffic Signal Synchronization Project	-	-	-	-
29	Local Road Safety Plan	-	-	-	-
30	Project W- Transit Stop Improvement	-	-	-	-
31	West 19th St. at Wallance Avenue Traffic Signal	-	-	-	-
	<i>SUBTOTAL TRANSPORTATION</i>	-	-	-	-
<b>Total Capital Improvement Projects</b>		<b>\$ 1,850,000</b>	<b>\$ 115,356</b>	<b>\$ 645,244</b>	<b>\$ 250,000</b>

# CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

## Capital Improvement Projects by Funding Source

Fiscal Year 2020-2021

Drainage Fund 209	Traffic Impact Fee Fund 214	Gas Tax (RMRA) Fund 251	Capital Improvement Fund 401	Measure M2 Regional Fund 415	Measure M2 Fairshare Fund 416	Total
\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ 185,356
-	-	-	70,000	-	-	185,356
\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000
-	-	-	700,000	-	-	700,000
-	-	-	95,000	-	-	95,000
-	-	-	2,000,000	-	-	2,645,244
-	-	-	50,000	-	-	50,000
-	-	-	125,000	-	-	125,000
-	-	-	100,000	-	-	100,000
-	-	-	3,195,000	-	-	3,840,244
-	-	-	-	-	-	50,000
-	-	-	100,000	-	-	100,000
-	-	-	-	-	-	200,000
-	-	-	100,000	-	-	350,000
-	-	-	-	-	-	300,000
-	-	-	-	-	175,000	375,000
-	-	-	-	-	-	50,000
-	-	-	-	-	175,000	725,000
-	-	-	-	-	-	300,000
-	-	-	800,000	-	1,500,000	3,300,000
-	-	2,134,145	-	-	-	2,134,145
550,000	-	-	-	-	-	550,000
550,000	-	2,134,145	800,000	-	1,500,000	6,284,145
-	100,000	-	870,336	-	99,664	1,070,000
-	-	-	-	-	300,000	300,000
-	-	-	300,000	-	-	300,000
-	31,000	-	-	-	-	31,000
-	50,000	-	-	-	-	50,000
-	200,000	-	-	-	-	200,000
-	-	-	-	-	50,000	50,000
-	-	-	135,000	-	-	135,000
-	-	-	-	-	50,000	50,000
-	100,000	-	-	-	-	100,000
-	-	-	80,000	-	-	80,000
-	-	-	-	74,500	-	74,500
-	-	-	-	-	30,000	30,000
-	481,000	-	1,385,336	74,500	529,664	2,470,500
\$ 550,000	\$ 481,000	\$ 2,134,145	\$ 5,550,336	\$ 74,500	\$ 2,204,664	\$ 13,855,245

No.	Category/Project Name	Gas Tax (HUTA) Fund 201	AQMD Fund 203	CDBG Fund 207	Park Development Fees Fund 208
<b>FY 2020-2021 PROJECTS CONSIDERED AND DEFERRED TO FUTURE FISCAL YEARS</b>					
32	Bark Park Renovation	\$ -	\$ -	\$ -	\$ -
33	Bear Street Bicycle Facility Study				
34	City Hall - 1st Floor Finance Security & Efficiency Reconfiguration				
35	City Hall - 3rd Floor Carpet and Paint				
36	Citywide Wayfinding - Streets and Bicycle Facilities				
37	Costa Mesa Tennis Center Lighting				
38	Fire Station 1 - Dehumidifier Installation				
39	Fire Station 2 - Replacement				
40	Fire Station 3 - Install aboveground fuel tank				
41	Fire Station 4 - Replace living quarters				
42	Fire Station 6 - Replace 4 HVAC units				
43	Lions Park Open Space Improvements				650,000
44	Mesa Verde East Bike/Ped Improvements				
45	Mesa Verde Library roof replacement				
46	Mission-Valencia Improvements				
47	PD - Carpet Replacement				
48	PD - Emergency Operations Center				
49	PD - Locker Room HVAC Improvements				
50	PD - Range Remodel				
51	PD - Shop Expansion for Mobile Command Vehicle				
52	Placentia/20th HAWK				
53	Randolph Parking and Pedestrian Improvements				
54	Shalimar Park Improvements				1,000,000
55	Tanager Park Playground, Exercise Equipment Replacement				
56	Tewinkle Skate Park				1,100,000
57	Westside Pocket Skate Park				600,000
58	Westside Restoration Project				
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,350,000</b>

# CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

## Capital Improvement Projects by Funding Source

Fiscal Year 2020-2021

Drainage Fund 209	Traffic Impact Fee Fund 214	Gas Tax (RMRA) Fund 251	Capital Improvement Fund 401	Measure M2 Regional Fund 415	Measure M2 Fairshare Fund 416	Total
\$ -	\$ -	\$ -	\$ 470,000	\$ -	\$ -	\$ 470,000
			100,000			100,000
			550,000			550,000
			126,500			126,500
			200,000			200,000
			200,000			200,000
			75,000			75,000
			9,300,000			9,300,000
			250,000			250,000
			6,000,000			6,000,000
			100,000			100,000
						650,000
	275,000		50,000			325,000
			250,000			250,000
			1,000,000			1,000,000
			110,000			110,000
			300,000			300,000
			220,000			220,000
			900,000			900,000
			250,000			250,000
			175,000			175,000
			330,000			330,000
						1,000,000
			231,000			231,000
						1,100,000
						600,000
			1,000,000			1,000,000
\$ -	\$ 275,000	\$ -	\$ 22,187,500	\$ -	\$ -	\$ 25,812,500

# CAPITAL IMPROVEMENT PROGRAM

## City Hall - EV Vehicle Charging Stations

Type: Facilities  
Department: Public Services  
Category: 3 - Grant Funding

Item No. 1  
CIP Project No. 200097  
District No. 3

**Project Description:** The project includes installation of up to five electric vehicle station equipment (EVSE) or charging stations at City Hall. This includes a combination of Level II and fast charging Level III stations with a majority providing dual filling capabilities. The public charging stations will be available to residents and visitors and be shared with City fleet as well as meeting all applicable ADA requirements.

**Project Justification:** On July 17, 2018, the City Council authorized staff to submit an application for the Mobile Source Air Pollution Reduction Committee (MSRC) Local Government Partnership Program to install EVSE at City Hall. The requested appropriation include the SCIP grant funding, matching funds, and additional AQMD funding to complete the overall requested improvements. The project aims to facilitate electric vehicle ownership for the Costa Mesa community and commuters by providing publicly accessible charging stations and supports the City's greenhouse gas reduction and sustainability goals.

**Project Status:** Existing project

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	31,550	-	-	-	-	-	31,550
Construction	227,540	119,138	-	-	-	-	-	346,678
Contingency	-	34,668	-	-	-	-	-	34,668
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ 227,540	\$ 185,356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 412,896

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
AQMD Fund	\$ 105,000	\$ 115,356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,356
CIP Fund - MSRC Grant	122,540	-	-	-	-	-	-	122,540
SCIP Grant	-	70,000	-	-	-	-	-	70,000
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 227,540	\$ 185,356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 412,896

Project Account (Account-Fund-Org-Program-Project):

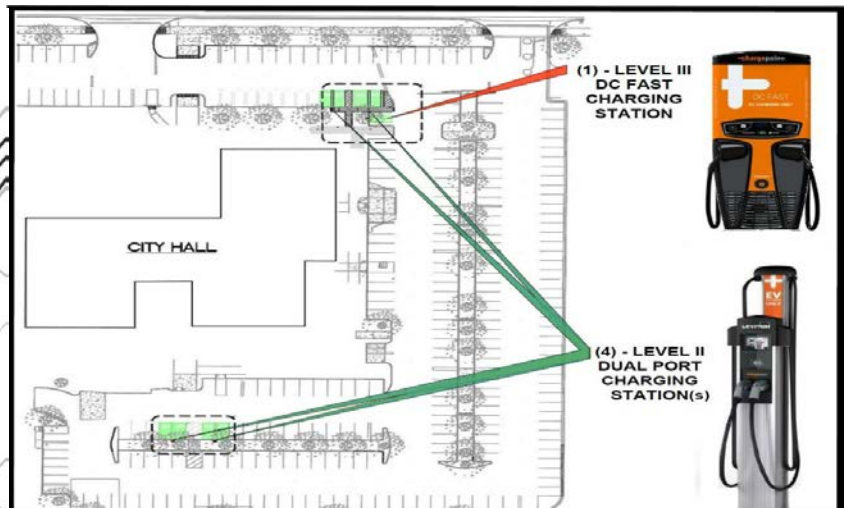
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**Operating Impacts:** \$ 1,000

**Total Estimated Project Cost:** \$ 412,896

**Location:** City Hall, 77 Fair Dr.

**Funds Expended to Date:** \$ 22,800





## CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

### Building Modification Projects

Type: Facilities  
 Department: Public Services  
 Category: 5 - Asset Condition, Annual Recurring Costs

**Item No. 2**  
 CIP Project No. 200062  
 District No. All

**Project Description:** The attached summary of proposed maintenance projects are building modifications and maintenance projects in the 22 City-owned buildings, including those leased to outside agencies. The City administers and supervises contract services for maintaining these facilities.

**Project Justification:** Building Modification Projects consolidates many smaller projects that are minor maintenance and repair-related (i.e. painting, electrical, repair, etc.) amounting to \$30,000 or less.

**Project Status:** Ongoing citywide project; therefore, no prior budgeted amounts are included below.

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design,environmental, permits	-	-	-	-	-	-	-	-
Construction	-	125,000	300,000	300,000	300,000	300,000	400,000	1,725,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 125,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 400,000	\$ 1,725,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Capital Improvements Fund	\$ -	\$ 125,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 400,000	\$ 1,725,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 125,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 400,000	\$ 1,725,000

Project Account (Account-Fund-Org-Program-Project): 500000-401-19500-50910-200062

**Operating Impacts:** \$ -

**Location:** Citywide

<b>Total Estimated Project Cost:</b>	\$ 1,725,000
<b>Funds Expended to Date:</b>	\$ -



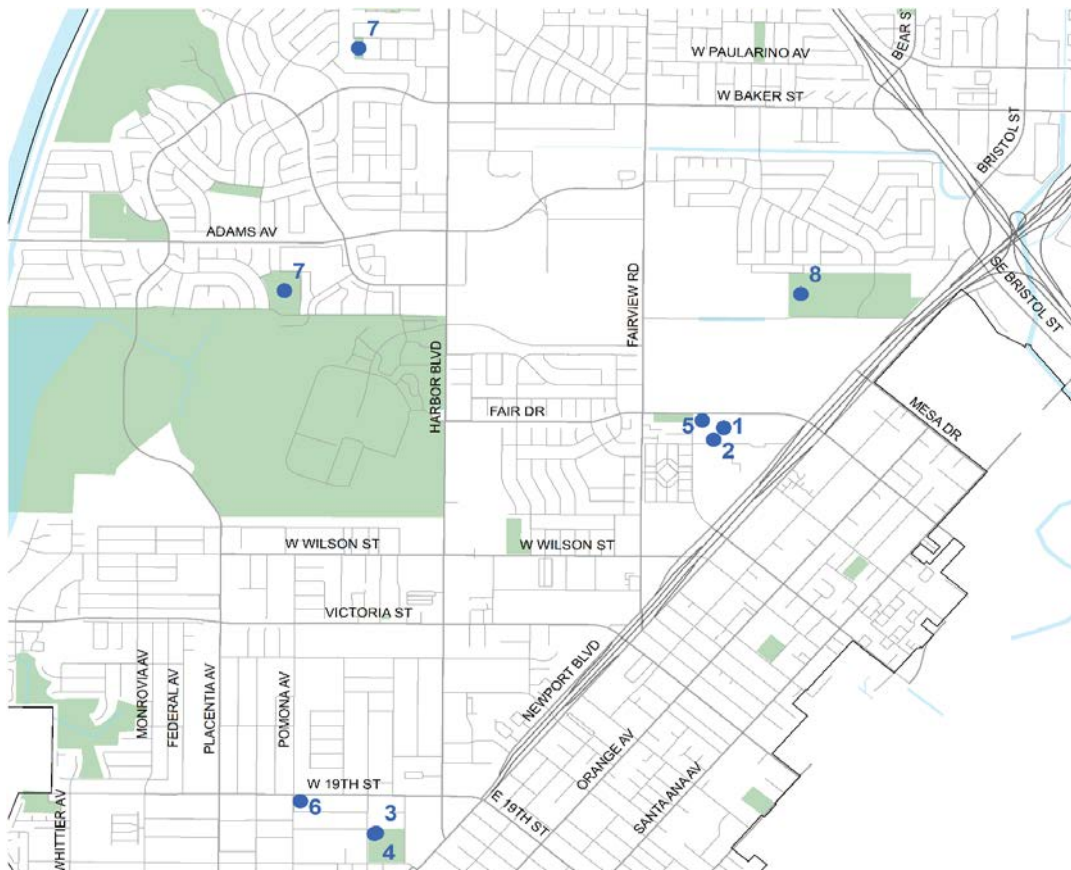
# CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

## Building Modification Projects

Item No. 2

No.	Project Title/Location	Cost	Description
1	City Hall	\$ 20,000	Replace two (2) rooftop HVAC units: Conference Room 1A package unit and Community Room package unit.
2	Communications	15,500	Replace (3) high-bay electric/gas hung heaters in installation/work bays.
3	Downtown Recreation Center	30,000	New pool filtration system for the Aquatic Center.
4	Downtown Recreation Center	6,000	Relocate wrought iron fence to secure area behind Downtown Recreation Center.
5	Police Department Facility	5,500	Repair cracks and coat Administrative parking stalls at rear entrance.
6	Senior Center	25,000	Refurbish 2nd floor patio deck, stair case and landing surfaces. Prep & clean. Apply non-slip, modified, IR reflective, high-performance water, chemical and stain resistant polythane coating. Apply micro-sphere sealer.
7	Smallwood & Tanager Parks	5,000	Resurface basketball courts, "key" area only.
8	TeWinkle Athletic Complex	18,000	Restroom gate relocation: Remove existing restrooms gates, relocate and install new gates/frames closure.

**GRAND TOTAL \$ 125,000**



# CAPITAL IMPROVEMENT PROGRAM

## City Hall - Elevators Modernization

Type: Facilities  
 Department: Public Services  
 Category: 5 - Asset Condition, Annual Recurring Costs

Item No. 3  
 CIP Project No. 200091  
 District No. 3

**Project Description:** This project is for Modernization of the two elevators at City Hall.

**Project Justification:** The current two basement geared traction passenger elevators were manufactured and installed by Montgomery Elevators in 1967. The current control microprocessor systems were modernized in 1995. Life expectancy for traction machines, motor drives, control systems, governor safeties, door operators and hoistway equipment is 20 years. Life expectancy for car signals and hall signals are 10 years. The Montgomery gear boxes are no longer manufactured or supported making securing parts virtually impossible. Given these facts the current elevators have exceeded their recommended service life.

**Project Status:** Existing project

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	7,712	-	-	-	-	-	-	7,712
Construction	-	662,000	-	-	-	-	-	662,000
Contingency	-	38,000	-	-	-	-	-	38,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ 7,712	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 707,712

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Capital Improvement Fund	\$ 7,712	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 707,712
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 7,712	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 707,712

Project Account (Account-Fund-Org-Program-Project):

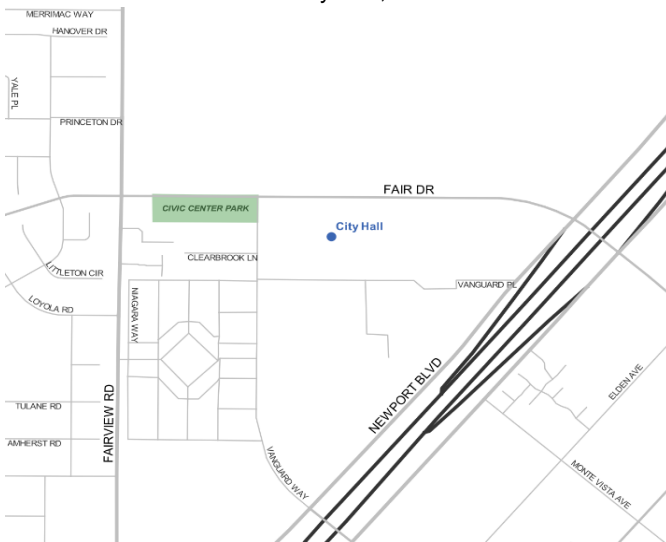
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**Operating Impacts:** \$ 15,000

**Total Estimated Project Cost:** \$ 707,712

**Location:** City Hall, 77 Fair Dr.

**Funds Expended to Date:** \$ 712



# CAPITAL IMPROVEMENT PROGRAM

## Corporation Yard - UDC and Maintenance Access Cover Upgrades

Type: Facilities  
 Department: Public Services  
 Category: 2 - Regulatory or Mandated Requirement

Item No. 4  
 CIP Project No.  
 District No. 1

**Project Description:** This project is to replace the Underground Dispenser Containment's (UDC) at the Corporation Yard fueling island and to replace all the surrounding underground fuel tank man-ways. This will involve the cutting, removal and replacement of concrete around the man-ways and at the dispensers to access the UDC's for replacement. A proposal has not been obtained and bids will have to be obtained for this project. An alternative to the UDC and man-way replacement project is to obtain quotes for above ground fuel storage tanks with related fuel dispensing equipment, fuel authorization and Veeder-root integration.

**Project Justification:** During recent fuel site inspections, the UDC's were discovered to be in deteriorating states due to age, outdated parts and materials. The UDC's are designed to prevent raw fuel from contaminating the ground below the dispenser sites. This would be a major violation to Federal, State and County regulations. The man-ways are also worn from heavy usage with broken and stripped cam-locks that allow water into underground storage sumps triggering leak detector alarms.

**Project Status:** New project.

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	10,000	-	-	-	-	-	10,000
Construction	-	75,000	-	-	-	-	-	75,000
Contingency	-	10,000	-	-	-	-	-	10,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Capital Improvement Fund	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,000

Project Account (Account-Fund-Org-Program-Project):

**Operating Impacts:** \$ - **Total Estimated Project Cost:** \$ 95,000  
**Location:** Corporation Yard, 2300 Placentia Ave **Funds Expended to Date:** \$ -





# CAPITAL IMPROVEMENT PROGRAM

## Costa Mesa Bridge Shelter

Type: Facilities  
 Department: Parks & Community Services  
 Category: 2 - Regulatory or Mandated Requirement

Item No. 5  
 CIP Project No. 200098  
 District No. 2

**Project Description:** The project provides complete design and construction of a long-term bridge shelter to provide individuals with a fresh start so they may effectively pursue permanent housing opportunities.

**Project Justification:** This project is a continuation of the City's efforts to end homelessness and will significantly reduce homelessness in Costa Mesa. Additionally, construction of a long-term bridge shelter is a requirement of the City per a settlement the City entered into in 2019. Construction of a bridge shelter in Costa Mesa will also allow the City to enforce its anti-encampment ordinance.

**Project Status:** Existing project

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ 6,925,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,925,000
Design, permits	400,000	-	-	-	-	-	-	400,000
Construction	1,300,000	2,645,244	-	-	-	-	-	3,945,244
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ 8,625,000	\$ 2,645,244	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,270,244

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
CDBG Fund	\$ 1,300,000	\$ 645,244	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,945,244
Capital Improvement Fund	7,325,000	2,000,000	-	-	-	-	-	9,325,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 8,625,000	\$ 2,645,244	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,270,244

Project Account (Account-Fund-Org-Program-Project): 500000-XXX-19200-20606-200098

**Operating Impacts:** \$ 3,130,234 estimated annually

**Total Estimated Project Cost:** \$ 11,270,244

**Location:** Bridge Shelter, 3175 Airway Ave

**Funds Expended to Date:** \$ 7,201,696



# CAPITAL IMPROVEMENT PROGRAM

## Fire Station 3 - Ground Water and Soil Assessment

Type: Facilities  
 Department: Public Services  
 Category: 2 - Regulatory or Mandated Requirement

Item No. 6  
 CIP Project No.  
 District No. 5

**Project Description:** In order to assess the impact to ground water and soils, the Orange County Health Care Agency (OCHA) requested that four monitoring wells be installed initially. The installation of monitoring wells include the site survey, boring of wells, collection of ground water and soil samples, analyzing the collected samples and preparation of a detailed report by a approve geologist.

**Project Justification:** This project is required Orange County Health Care Agency. It is related to a 1,000 gallon fuel spill which occurred on March 18, 2016. The City has been working OCHCA to develop a cost effective monitoring/ mediation program that would meet the mandated meet the requirements and move the case towards full closure.

**Project Status:** New project

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	5,000	-	-	-	-	-	5,000
Construction	-	45,000	30,000	30,000	-	-	-	105,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 50,000	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 110,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Capital Improvement Fund	\$ -	\$ 50,000	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 110,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 50,000	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 110,000

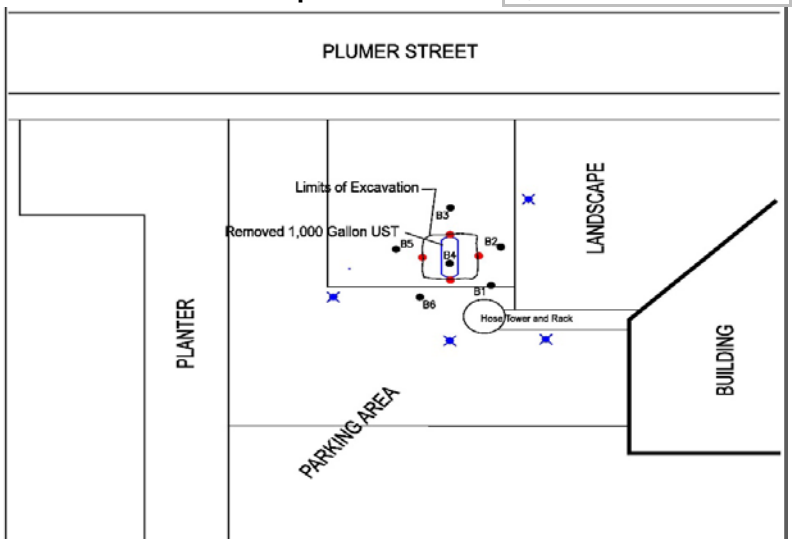
Project Account (Account-Fund-Org-Program-Project):

**Operating Impacts:** \$ 1,500

**Location:** Fire Station 3, 1865 Park Place

**Total Estimated Project Cost:** \$ 110,000

**Funds Expended to Date:** \$ -



# CAPITAL IMPROVEMENT PROGRAM

## Fire Station 3 - Repairs

Type: Facilities  
Department: Fire & Rescue  
Category: 1 - Risk to Health, Safety or Environment

Item No. 7  
CIP Project No.  
District No. 5

**Project Description:** This project will include the improvement of the station roof and wall water proofing with area drainage to prevent flooding of the fire station and the replacement of carpet and two (2) apparatus doors.

**Project Justification:** Immediate action needed to prevent further structural damage from water penetration into the building . Replace carpet damaged by water intrusion through exterior walls.

**Project Status:** New project

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	10,000	-	-	-	-	-	10,000
Construction	-	95,000	100,000	-	-	-	-	195,000
Contingency	-	20,000	-	-	-	-	-	20,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 125,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Capital Improvement Fund	\$ -	\$ 125,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 125,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000

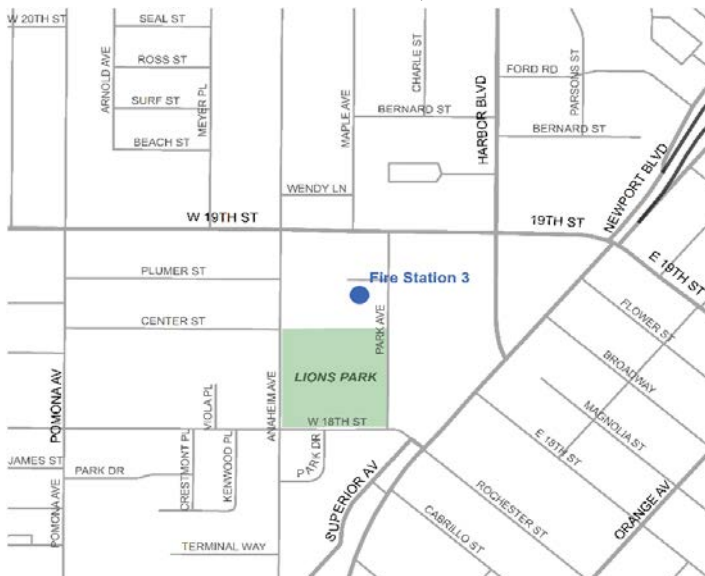
Project Account (Account-Fund-Org-Program-Project):

**Operating Impacts:** \$ 2,000

**Location:** Fire Station 3, 1865 Park Ave.

**Total Estimated Project Cost:** \$ 225,000

**Funds Expended to Date:** \$ -



# CAPITAL IMPROVEMENT PROGRAM

## Fire Stations - Minor Projects at Various Fire Stations

Type: Facilities  
 Department: Public Services  
 Category: 1 - Risk to Health, Safety or Environment

Item No. 8  
 CIP Project No.  
 District No. All

**Project Description:** These funds are to be utilized at various Fire Stations for enhancements to the fire stations living quarters section of the facility and other minor improvements identified by both the Fire Department and Public Services in their monthly walk-throughs. typical improvements include Upgrading shower stalls, bathroom fixtures, flooring, window coverings, bathroom fans/vents, water heaters, lighting, paint, windows and doors, etc..

**Project Justification:** Many of the City's fire stations are 40 plus years old and are in need of upgrades to the living quarters and other minor improvements. Replacement of existing wasteful bathroom fixtures with newer lower water consumption fixtures. Replacement of windows, doors and skylights with EnergyStar products that are more energy efficient and reduce outdoor noise. These fire stations are all located on heavily traveled streets and the noise can easily disrupt staff's sleep.

**Project Status:** New project

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	90,000	50,000	50,000	50,000	50,000	50,000	340,000
Contingency	-	10,000	5,000	5,000	5,000	5,000	5,000	35,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 100,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 375,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Capital Improvement Fund	\$ -	\$ 100,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 375,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 100,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 375,000

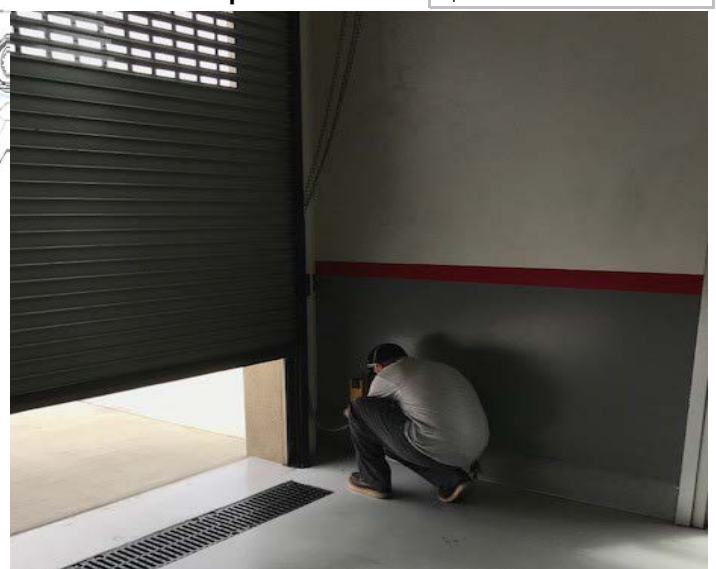
Project Account (Account-Fund-Org-Program-Project):

**Operating Impacts:** N/A

**Location:** Fire Stations - Various addresses

**Total Estimated Project Cost:** \$ 375,000

**Funds Expended to Date:** \$ -





# CAPITAL IMPROVEMENT PROGRAM

## Ketchum-Libolt Park Expansion

Type: Parks  
Department: Public Services  
Category: 4 - Master Plan , General Plan

Item No. 9  
CIP Project No.  
District No. 4

**Project Description:** The project proposes to expand Ketchum-Libolt Park to the south into an underutilized parkway adjacent to Victoria Street.

**Project Justification:** Ketchum-Libolt is a neighborhood park that can be expanded to provide additional park amenities. the additional parkland and amenities will improve the neighborhood and provide more opportunities for families to recreate.

**Project Status:** New project

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	50,000	-	-	-	-	-	50,000
Construction	-	-	450,000	-	-	-	-	450,000
Contingency	-	-	50,000	-	-	-	-	50,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 50,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Park Development Fee Fund	\$ -	\$ 50,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 50,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000

Project Account (Account-Fund-Org-Program-Project):

**Operating Impacts:** \$ 2,000

**Total Estimated Project Cost:** \$ 550,000

**Location:** Ketchum-Libolt Park, 2150 Maple Street

**Funds Expended to Date:** \$ -



04/29/2020 13

# CAPITAL IMPROVEMENT PROGRAM

## Parks Sidewalk / Accessibility Program

Type: Parks  
 Department: Public Services  
 Category: 1 - Risk to Health, Safety or Environment

Item No. 10  
 CIP Project No.  
 District No. All

**Project Description:** Remove and replace damaged or outdated accessibility improvements in parks.

**Project Justification:** To remove and replace cracked, raised or buckled concrete in walkways, ramps, railings, etc. eliminating potential hazards due to unsafe walking conditions.

**Project Status:** Ongoing citywide project; therefore, no prior budgeted amounts are included below.

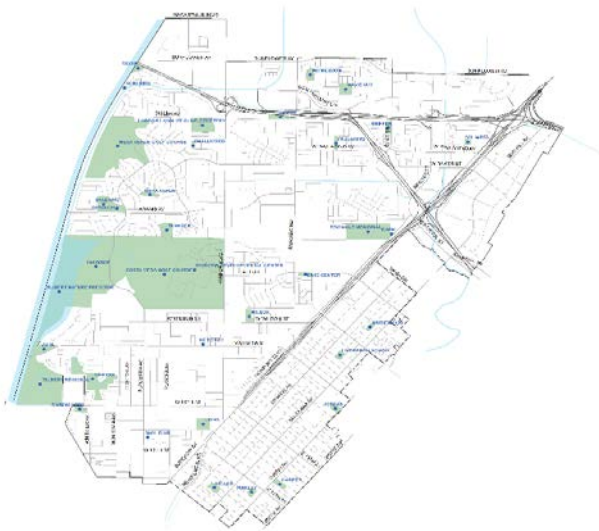
Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	100,000	150,000	150,000	150,000	150,000	150,000	850,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 850,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Capital Improvement Fund	\$ -	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 850,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 850,000

Project Account (Account-Fund-Org-Program-Project):

**Operating Impacts:** \$  
**Location:** Citywide, Various Parks

- **Total Estimated Project Cost:** \$ 850,000  
**Funds Expended to Date:** \$ -



# CAPITAL IMPROVEMENT PROGRAM

## Wilson & Tewinkle Parks Bridges Replacement

Type: Parks  
 Department: Public Services  
 Category: 1 - Risk to Health, Safety or Environment

Item No. 11  
 CIP Project No.  
 District No. 3

**Project Description:** Remove four (4) pedestrian, wooden bridges from Wilson Park and one (1) from Tewinkle Park, replace all five (5) with metal type bridges similar to new ones recently installed between both lakes at Tewinkle Park.

**Project Justification:** The wood on the existing bridges is rotting and deteriorating due to termites and exposure to the elements. Multiple planks have noticeable wood missing and are badly worn out creating gaps, weak points and potential hazards. The existing bridges have had temporary repairs performed multiple times. Two of the three wooden bridges at Tewinkle Park were replaced with new metal bridges in 2018. The new bridge at Tewinkle Park and the 4 at Wilson Park should match the 2 new bridges that were installed at Tewinkle Park. This project will improve safety which will minimize the threat of future injuries and potential claims against the City. This project will also make the overall parks' appearance more aesthetically pleasing.

**Project Status:** New project

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	15,000	-	-	-	-	-	15,000
Construction	-	165,000	-	-	-	-	-	165,000
Contingency	-	20,000	-	-	-	-	-	20,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Park Development Fee Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	-	200,000	-	-	-	-	-	200,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Project Account (Account-Fund-Org-Program-Project):

**Operating Impacts:** \$ 2,000

**Total Estimated Project Cost:** \$ 200,000

**Location:** Wilson & Tewinkle Park, 360 W. Wilson St. & 970 Arlington Dr.

**Funds Expended to Date:** \$ -





# CAPITAL IMPROVEMENT PROGRAM

## New Sidewalk/Missing Link Program

Type: Parkway and Medians  
 Department: Public Services  
 Category: 1 - Risk to Health, Safety or Environment

Item No. 12  
 CIP Project No. 500009  
 District No. All

**Project Description:** This program includes the construction of new sidewalk at locations where short segments are missing. For fiscal year 20-21 this project includes the construction of new sidewalk on Charle Street and Bernard Street

**Project Justification:** This program allows for the construction of new sidewalk mid-block where short segments are missing to provide a continuous path of travel or for entire blocks at or near high priority areas such as around schools, hospitals, convalescent homes, public facilities, bus routes, and arterial highways.

**Project Status:** Ongoing citywide project; therefore, no prior budgeted amounts are included below.

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	20,000	5,000	5,000	5,000	5,000	5,000	45,000
Construction	-	255,000	85,000	85,000	85,000	85,000	85,000	680,000
Contingency	-	25,000	10,000	10,000	10,000	10,000	10,000	75,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 300,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 800,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Capital Improvement Fund	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Gas Tax	-	300,000	50,000	50,000	50,000	50,000	50,000	550,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 300,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 800,000

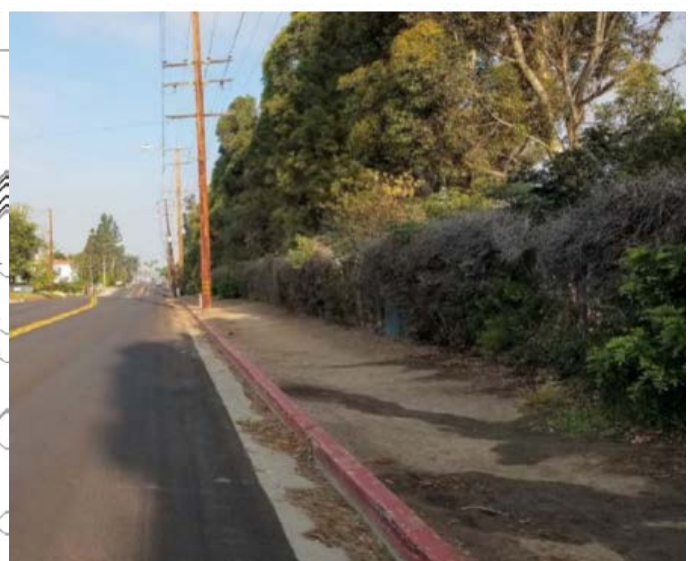
Project Account (Account-Fund-Org-Program-Project):

500000-XXX-19200-30130-500009

### Operating Impacts:

**Location:** Citywide

<b>Total Estimated Project Cost:</b>	\$ 800,000
<b>Funds Expended to Date:</b>	\$ -



## Parkway and Median Improvement Program

Item No.	13
CIP Project No.	500010
District No.	All

**Project Status:** Ongoing citywide project; therefore, no prior budgeted amounts are included below.

[illegible]

500000-XXX-19200-30130-500010

-	<b>Total Estimated Project Cost:</b>	\$	2,625,000
	<b>Funds Expended to Date:</b>	\$	-



# CAPITAL IMPROVEMENT PROGRAM

## Priority Sidewalk Repair

Type: Parkway and Medians  
 Department: Public Services  
 Category: 1 - Risk to Health, Safety or Environment

Item No. 14  
 CIP Project No. 500017  
 District No. All

**Project Description:** This project is an ongoing parkway maintenance program to remove and replace damaged curb, gutter, and sidewalk.

**Project Justification:** A parkway maintenance program is essential to remove and replace damaged curb, gutter, and sidewalk. This program is intended to provide funds to repair the damaged concrete improvements within the City right-of-way. These funds will be used to perform the necessary parkway repairs where staff has been directed to remove trees by the Parks & Recreation Commission. Additionally, ADA accessibility ramps are constructed as staff receives individual requests.

**Project Status:** Ongoing citywide project; therefore, no prior budgeted amounts are included below.

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Gas Tax Fund	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000

Project Account (Account-Fund-Org-Program-Project):

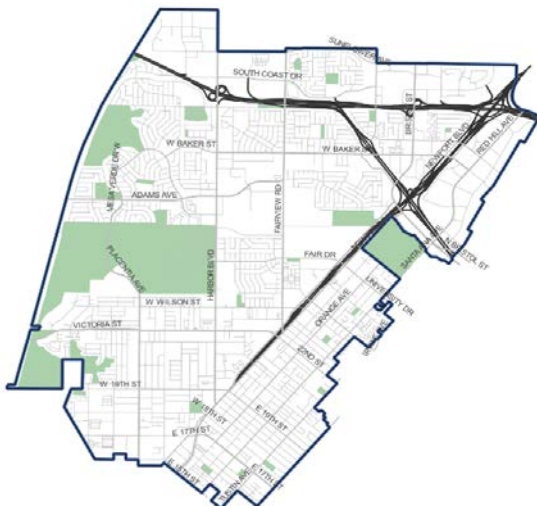
500000-XXX-19200-30130-500017

Operating Impacts: \$

Location: Citywide

Total Estimated Project Cost: \$ 300,000

Funds Expended to Date: \$ -





# CAPITAL IMPROVEMENT PROGRAM

## Citywide Alley Improvements

Type: Streets  
Department: Public Services  
Category: 4 - Master Plan, General Plan

Item No. 15  
CIP Project No. 400012  
District No. All

**Project Description:** The project provides citywide alley rehabilitation by replacing asphalt alleyways with concrete.

**Project Justification:** A comprehensive study was conducted citywide to provide information about the existing condition of the alleys and their rehabilitation cost. Funding is requested this fiscal year to reconstruct additional alleys in accordance with the following list: Alley No. 013 (19th St. to 20th St.), Alley No. 060 (16th St. to Tustin Ave.). These proposed alleys are subject to change. The last proposed year for funding to complete this project and all alleys is FY 2024-2025.

**Project Status:** Ongoing Citywide project; therefore, no prior budgeted amounts are included below.

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	300,000	500,000	500,000	500,000	-	-	1,800,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 300,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ 1,800,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Gas Tax	\$ -	\$ 300,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 1,500,000
Measure M	-	-	100,000	100,000	100,000	-	-	\$ 300,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 300,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ 1,800,000

Project Account (Account-Fund-Org-Program-Project):

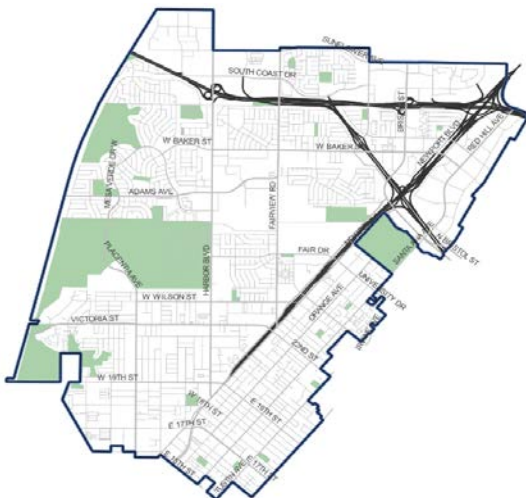
500000-XXX-1900-30112-400012

**Operating Impacts:** \$

- **Total Estimated Project Cost:** \$ 1,800,000

**Location:** Citywide

**Funds Expended to Date:** \$ -



## Citywide Street Improvements

Type: Streets  
Department: Public Services  
Category: 4 - Master Plan, General Plan

Item No.	16
CIP Project No.	400015
District No.	All

<b>Project Description:</b>	Rehabilitation of streets that include by one or a combination of the following methods: grind and overlay, leveling course and slurry seal, and reconstruction of structurally deficient spots.
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<b>Project Justification:</b>	This program provides major rehabilitation to streets and is implemented in accordance with the Pavement Management System to meet the City Council Goal to reach and maintain an average Citywide Pavement Condition Index (PCI) of 85. For Fiscal Year 2020-21, arterial and residential streets are scheduled to be rehabilitated in the following neighborhoods: Eastside, Mesa Verde and Westside. A complete list of the specific residential streets will be available close to project completion at <a href="http://www.costamesaca.gov/CIP">www.costamesaca.gov/CIP</a> .
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**Project Status:** Ongoing citywide project; therefore, no prior budgeted amounts are included below.

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	10,000	25,000	25,000	25,000	25,000	25,000	135,000
Construction	-	3,000,000	3,305,000	4,025,000	5,825,000	6,275,000	6,275,000	28,705,000
Contingency	-	290,000	370,000	450,000	650,000	700,000	700,000	3,160,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 3,300,000	\$ 3,700,000	\$ 4,500,000	\$ 6,500,000	\$ 7,000,000	\$ 7,000,000	\$ 32,000,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Capital Improvement Fund	\$ -	\$ 800,000	\$ 1,200,000	\$ 2,000,000	\$ 4,000,000	\$ 4,500,000	\$ 4,500,000	\$ 17,000,000
Gas Tax	-	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,000,000
Measure M	-	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	9,000,000
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 3,300,000	\$ 3,700,000	\$ 4,500,000	\$ 6,500,000	\$ 7,000,000	\$ 7,000,000	\$ 32,000,000

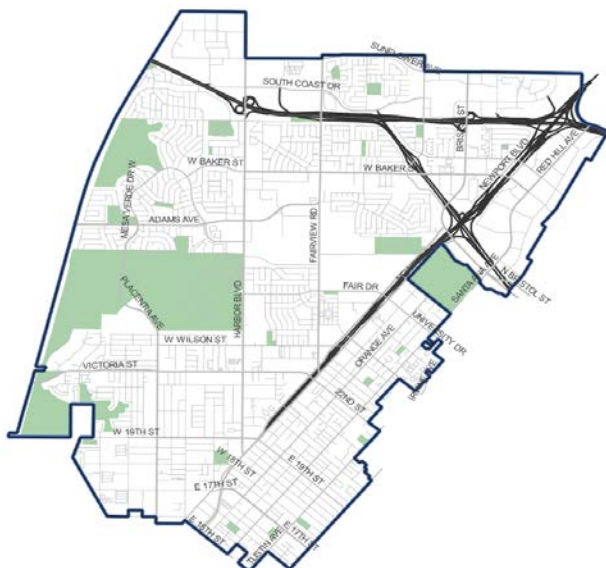
Project Account (Account-Fund-Org-Program-Project):

500000-XXX-19200-30112-400015

**Operating Impacts:** \$

**Location:** Citywide ?

<b>Total Estimated Project Cost:</b>	\$ 32,000,000
<b>Funds Expended to Date:</b>	\$ -





# CAPITAL IMPROVEMENT PROGRAM

## Newport Blvd Improvements- N/B from 22nd St to Bristol & S/B from Bristol to Mesa

Type: Streets  
Department: Public Services  
Category: 4 - Master Plan, General Plan

Item No. 17  
CIP Project No.  
District No. 3

**Project Description:** This project includes the rehabilitation of roadway by removing and reconstructing structurally deficient spots and constructing a 2" ARHM overlay.

**Project Justification:** This project is proposed to be funded with Road Maintenance and Rehabilitation Account (RMRA) funds. RMRA is a program that provides funding for major rehabilitation of City streets which are in need of improvement. The program is implemented in accordance with Pavement Management System to meet the City Council Goal to reach and maintain an average Citywide Pavement Condition Index (PCI) of 85.

**Project Status:** New project

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	100,000	-	-	-	-	-	100,000
Construction	-	1,834,145	-	-	-	-	-	1,834,145
Contingency	-	200,000	-	-	-	-	-	200,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 2,134,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,134,145

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
RMRA	\$ -	\$ 2,134,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,134,145
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 2,134,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,134,145

Project Account (Account-Fund-Org-Program-Project):

**Operating Impacts:** \$ 40,000  
**Location:** Newport Blvd

**Total Estimated Project Cost:** \$ 2,134,145  
**Funds Expended to Date:** \$ -



# CAPITAL IMPROVEMENT PROGRAM

## Westside Storm Drain Improvements

Type: Streets  
Department: Public Services  
Category: 4 - Master Plan, General Plan

Item No. 18  
CIP Project No. 550022  
District No. 4 & 5

**Project Description:** Upgrade existing undersized storm drain pipes between 17th Street/Pomona Ave and 16th Street/Superior as per the Master Drainage Plan. The following projects are currently in the design or construction phases and included with this phased project: Update of the Master Drainage Plan, design and construction of a pumping system for the underground storage facility in Lions Park, Fairview Park storm drain and reconstruction of storm drain at n/b Newport Blvd. north of Del Mar.

**Project Justification:** Funding is requested to continue the implementation of the City Council approved priorities and recommendations in the Master Drainage Plan for the update and/or construction of storm drain systems as recommended, with this project's focus primarily for these improvements in Westside Costa Mesa.

**Project Status:** Ongoing citywide project; therefore, no prior budgeted amounts are included below.

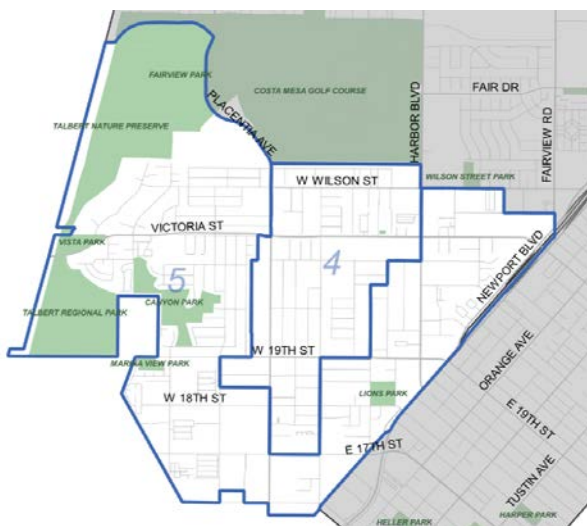
Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	550,000	-	-	-	-	-	550,000
Construction	-	-	1,550,000	1,550,000	1,550,000	1,550,000	1,550,000	7,750,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 8,300,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Drainage fees	\$ -	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 3,300,000
Capital Improvement Fund	-	-	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 8,300,000

Project Account (Account-Fund-Org-Program-Project):

500000-XXX-19200-30122-550022

**Operating Impacts:** \$ - **Total Estimated Project Cost:** \$ 8,300,000  
**Location:** Westside Costa Mesa **Funds Expended to Date:** \$ -



# CAPITAL IMPROVEMENT PROGRAM

## Adams Avenue at Pinecreek Drive Improvements

Type: Transportation  
Department: Public Services  
Category: 3 - Grant Funding

Item No. 19  
CIP Project No.  
District No. 3

**Project Description:** This project will design and construct intersection improvements at Adams Avenue and Pinecreek Drive/S Street to provide improved pedestrian and bicycle access to Orange Coast College (OCC). The project includes the design of a bicycle facility on Adams Avenue from OCC to Harbor Boulevard.

**Project Justification:** The project will improve the eastbound Adams Avenue 'Free-Right-Turn-Lane' to slow right-turning vehicular traffic, and improve the northbound S Street 'Free-Right-Turn-Lane' to a conventional right-turn-lane. All improvements will be within existing road rights-of-way. This project has received both grant funding from OCTA and funding contribution from the Orange Coast College.

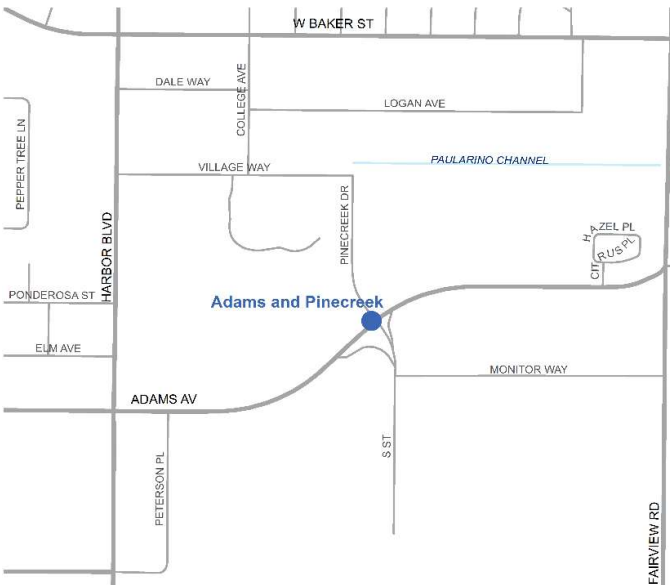
**Project Status:** New project

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	145,000	-	-	-	-	-	145,000
Construction	-	825,000	-	-	-	-	-	825,000
Contingency	-	100,000	-	-	-	-	-	100,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 1,070,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,070,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Measure M2 Fairshare Fund	\$ -	\$ 99,664	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,664
Traffic Impact Fee Fund	-	100,000	-	-	-	-	-	100,000
Capital Improvement Fund	-	870,336	-	-	-	-	-	870,336
Total Funding Sources	\$ -	\$ 1,070,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,070,000

Project Account (Account-Fund-Org-Program-Project):

**Operating Impacts:** \$ - **Total Estimated Project Cost:** \$ 1,070,000  
**Location:** Adams Avenue at Pinecreek Dr. **Funds Expended to Date:** \$ -





# CAPITAL IMPROVEMENT PROGRAM

## Baker Street - Randolph Avenue Traffic Signal Installation

Type: Transportation  
Department: Public Services  
Category: 4 - Master Plan, General Plan

Item No. 20  
CIP Project No. 370054  
District No. 2

**Project Description:** This project is to construct a new traffic signal at the intersection of Baker Street and Randolph Avenue to mitigate current operational issues.

**Project Justification:** Traffic congestion during the AM and PM peak periods along Baker Street has made turning movements increasingly difficult. Several development projects along Randolph Avenue have increased traffic volumes crossing this street.

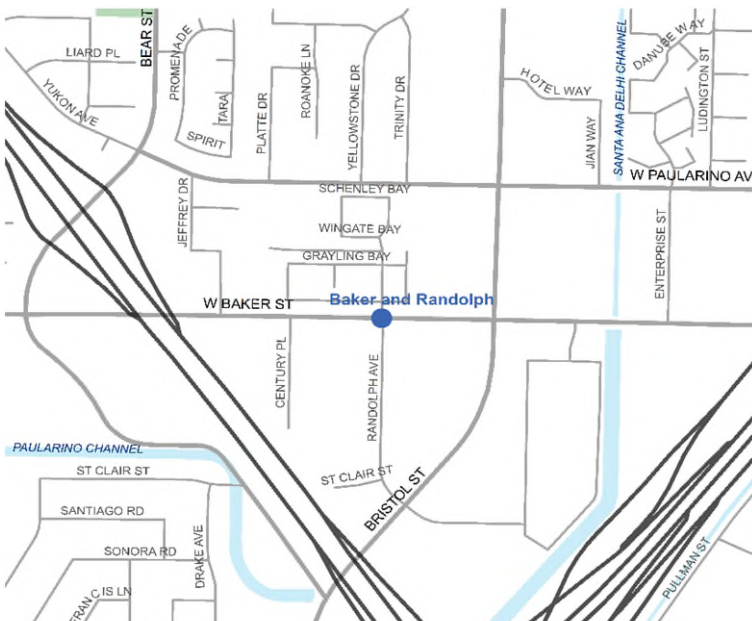
**Project Status:** Existing project

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	25,000	-	-	-	-	-	-	25,000
Construction	2,760	300,000	-	-	-	-	-	302,760
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ 27,760	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 327,760

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Measure M2 Fairshare Fund	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Capital Improvement Fund	27,670	-	-	-	-	-	-	27,670
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ 27,670	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 327,670

Project Account (Account-Fund-Org-Program-Project): 500000-416-19300-30241-370054

<b>Operating Impacts:</b>	\$ -	<b>Total Estimated Project Cost:</b>	\$ 327,760
<b>Location:</b>	Baker Street at Randolph Avenue	<b>Funds Expended to Date:</b>	\$ 27,670



# CAPITAL IMPROVEMENT PROGRAM

## Bear Street Pedestrian Signal at Education First

Type: Transportation  
Department: Public Services  
Category: 3 - Grant Funding

Item No. 21  
CIP Project No.  
District No. 2

**Project Description:** The intent of the subject improvement project is to construct a new pedestrian traffic signal at the intersection of Bear Street at EF Education First driveway. It is anticipated that design and construction will be completed in Fiscal Year 2020-21.

**Project Justification:** To improve the anticipated Student/Pedestrian Crossing Bear St. once EF is opened

**Project Status:** New Project

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	25,000	-	-	-	-	-	25,000
Construction	-	245,000	-	-	-	-	-	245,000
Contingency	-	30,000	-	-	-	-	-	30,000
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Capital Improvement Fund	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000

Project Account (Account-Fund-Org-Program-Project):

**Operating Impacts:** \$ 3,000

**Total Estimated Project Cost:** \$ 300,000

**Location:** 3150 Bear Street.

**Funds Expended to Date:** \$ -



# CAPITAL IMPROVEMENT PROGRAM

## Bear Street Traffic Signal Synchronization

Type: Transportation  
Department: Public Services  
Category: 3 - Grant Funding

Item No. 22  
CIP Project No. 370056  
District No. 1, 2

**Project Description:** The Bear Street TSS project will result in a comprehensive review of traffic signal coordination spanning the Cities of Costa Mesa and Santa Ana on the Bear Street Corridor. The project will replace outdated traffic signal controllers at all signalized intersections within the City of Costa Mesa's jurisdiction and include the installation of upgraded traffic signal communication equipment.

**Project Justification:** In April 2017, OCTA approved the City's grant funding request for the Bear Street TSS Project. OCTA awarded the City \$494,752 in grant funds for the engineering and implementation of traffic signal equipment and timing improvements on the Bear Street Corridor. The project is currently under construction. The remaining matching funds from previously approved capital improvement funds were removed. The corresponding matching funds are proposed using traffic impact fee funds.

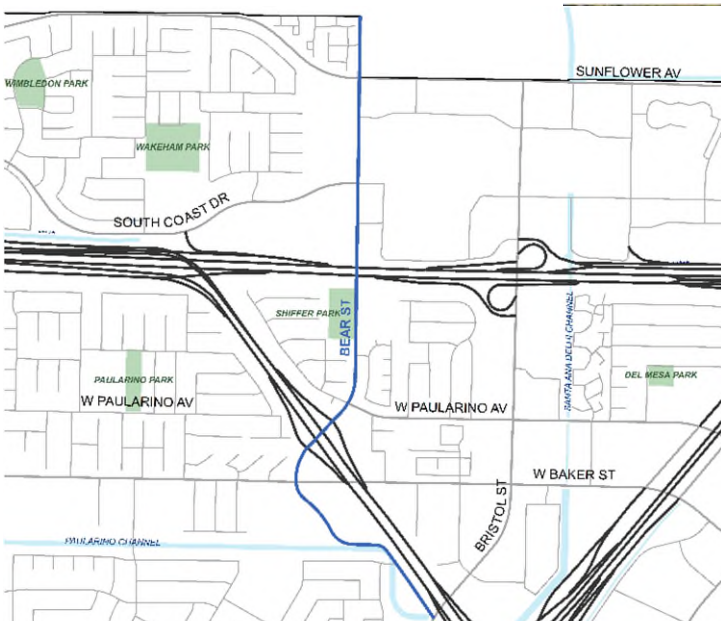
**Project Status:** Existing project

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	605,253	31,000	-	-	-	-	-	636,253
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ 605,253	\$ 31,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 636,253

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Traffic Impact Fee Funds	\$ -	\$ 31,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,000
Capital Improvement Fund	37,560	-	-	-	-	-	-	37,560
Measure M2 Fund	494,752	-	-	-	-	-	-	494,752
AQMD Fund	72,941	-	-	-	-	-	-	72,941
Total Funding Sources	\$ 605,253	\$ 31,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 636,253

Project Account (Account-Fund-Org-Program-Project) 500000-214-19300-30241-370056

**Operating Impacts:** \$ - **Total Estimated Project Cost:** \$ 636,253  
**Location:** Bear Street **Funds Expended to Date:** \$ 144,805





# CAPITAL IMPROVEMENT PROGRAM

## Citywide Bicycle Rack Improvements Citywide

Type: Transportation  
Department: Public Services  
Category: 4 - Master Plan, General Plan

Item No. 23  
CIP Project No. 300148  
District No. All

**Project Description:** This project includes installation of new custom designed bicycle racks at various facilities within the City of Costa Mesa. The bicycle rack design for this ongoing citywide project was approved by the Bikeway and Walkability Committee.

**Project Justification:** The project is in accordance with the City's General Plan and Active Transportation Plan. The installation of citywide bicycle racks promotes a friendly Active Transportation System in Costa Mesa.

**Project Status:** Ongoing citywide project; therefore, no prior budgeted amounts are included below.

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Traffic Impact Fee	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000

Project Account (Account-Fund-Org-Program-Project):

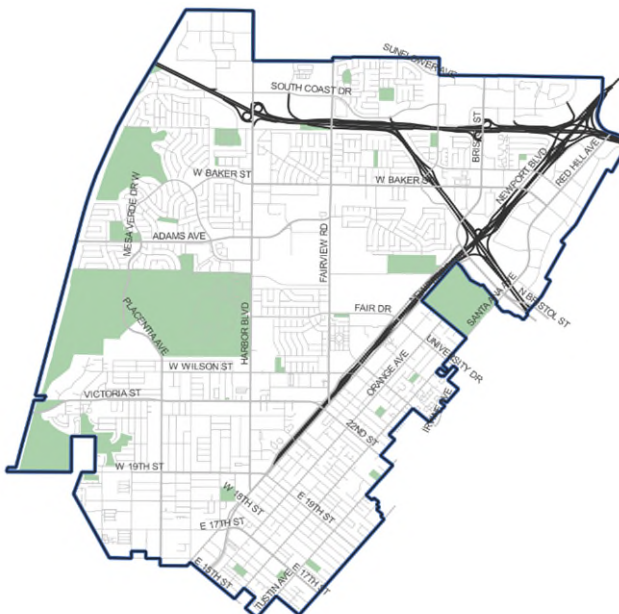
500000-XXX-19300-30225-300148

Operating Impacts: \$

Location: Citywide

- Total Estimated Project Cost: \$ 300,000

Funds Expended to Date: \$ -



## Citywide Class II and III Bicycle Projects

Item No.	24
CIP Project No.	450010
District No.	All

<b>Project Justification:</b>	This project is in accordance with City's General Plan and the Active Transportation Plan. Class II and III bicycle projects identified in the Active Transportation Plan will be implemented and improve mobility and safety for bicyclists.
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**Project Status:** Ongoing citywide project; therefore, no prior budgeted amounts are included below.

[illegible]

500000-XXX-19300-30225-450010

-	<b>Total Estimated Project Cost:</b>	\$	700,000
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**Funds Expended to Date:** \$ -





## Citywide Neighborhood Traffic Improvements

Item No.	25
CIP Project No.	300163
District No.	All

**Project Status:** Ongoing citywide project; therefore, no prior budgeted amounts are included below.

[illegible]

<b>Operating Impacts:</b>	\$	-	<b>Total Estimated Project Cost:</b>	\$	425,000
<b>Location:</b>	Citywide		<b>Funds Expended to Date:</b>	\$	-



# CAPITAL IMPROVEMENT PROGRAM

## Citywide Parking Study

Type: Transportation  
Department: Public Services  
Category: 4 -Master Plan, General Plan

Item No. 26  
CIP Project No.  
District No. All

**Project Description:** A Citywide Parking Study of the residential permit parking program is recommended to identify viable solutions including both short-term and long-term solutions to parking impacted neighborhoods. The scope of work includes extensive stakeholder input, a parking analysis of existing and future parking conditions, alternative parking management strategies and an implementation plan.

**Project Justification:** The parking demands from single-family residential, multi-family residential, and commercial parking shortages have caused significant parking impacts on other adjacent residential neighborhoods where residents are unable to park on streets adjacent to their homes. The City has received significant feedback from both residents and business owners related to limited parking on public streets.

**Project Status:** New project

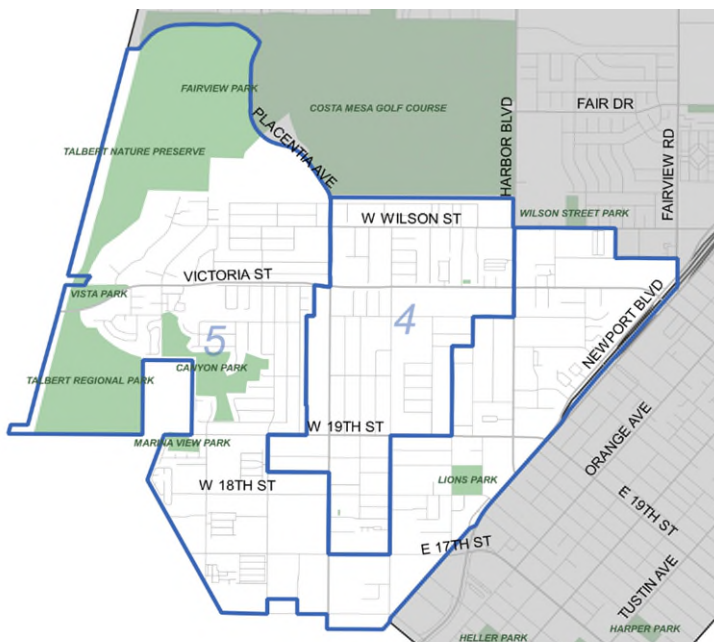
Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-
Other	-	135,000	-	-	-	-	-	135,000
Total Estimated Costs	\$ -	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Capital Improvement Fund	\$ -	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000

Project Account (Account-Fund-Org-Program-Project):

530201-401-19300-30210-XXXXX

**Operating Impacts:** \$ - **Total Estimated Project Cost:** \$ 135,000  
**Location:** Westside Costa Mesa **Funds Expended to Date:** \$ -





## Citywide Traffic Signal Improvements

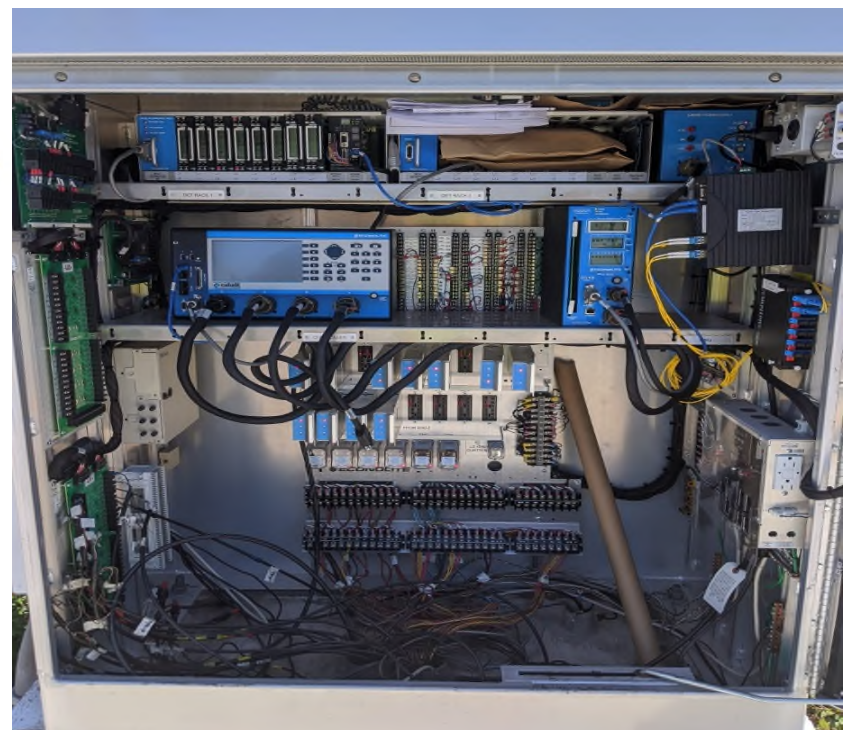
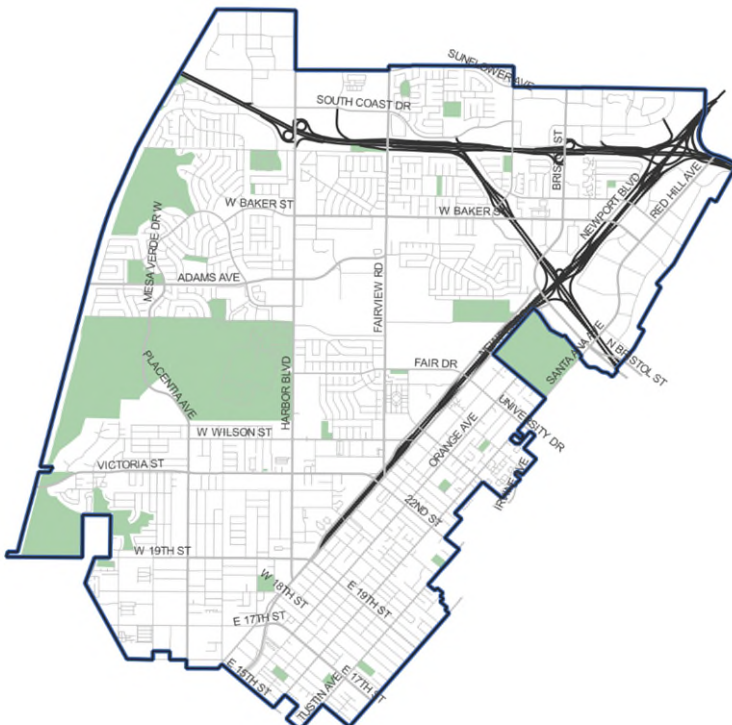
Item No.	27
CIP Project No.	
District No.	All

**Project Status:** New project

[illegible]

<b>Operating Impacts:</b>	\$
<b><i>Location:</i></b>	Citywide

-	<b>Total Estimated Project Cost:</b>	\$	1,300,000
	<b>Funds Expended to Date:</b>	\$	-



# CAPITAL IMPROVEMENT PROGRAM

## Fairview Road - Traffic Signal Synchronization

Type: Transportation  
Department: Public Services  
Category: 3 - Grant Funding

Item No. 28  
CIP Project No. 370034  
District No. 1,2,3 & 5

**Project Description:** The Fairview Road TSS Project will result in a comprehensive review of traffic signal coordination along the entire length of the corridor from Garden Grove Boulevard in the City of Santa Ana to Southbound Newport Boulevard in Costa Mesa. The project will replace outdated traffic signal controllers at all signalized intersections within the City of Costa Mesa's jurisdiction and include the installation of upgraded traffic signal communication equipment.

**Project Justification:** In April 2016, OCTA approved the City's grant funding request for the Fairview Road TSS Project. OCTA awarded the City \$1,695,150 in grant funds for the engineering and implementation of traffic signal equipment and timing improvements for this corridor. The project is currently under construction. The remaining matching funds from previously approved capital improvement funds were removed. The corresponding matching funds are proposed using traffic impact fee funds.

**Project Status:** Existing project

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	1,970,896	100,000	-	-	-	-	-	2,070,896
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ 1,970,896	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,070,896

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Traffic Impact Fee Funds	\$ 90,409	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190,409
Capital Improvement Fund	110,337	-	-	-	-	-	-	110,337
Measure M2 Fairshare Fund	1,695,150	-	-	-	-	-	-	1,695,150
AQMD Fund	75,000	-	-	-	-	-	-	75,000
Total Funding Sources	\$ 1,970,896	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,070,896

Project Account (Account-Fund-Org-Program-Project): 500000-214-19300-30241-370034

**Operating Impacts:** \$  
**Location:** Fairview Road

**Total Estimated Project Cost:** \$ 2,070,896  
**Funds Expended to Date:** \$ 881,535





# CAPITAL IMPROVEMENT PROGRAM

## Local Road Safety Plan

Type: Transportation  
Department: Public Services  
Category: 3 - Grant Funding

Item No. 29  
CIP Project No.  
District No. All

**Project Description:** Development of a Local Road Safety Plan (LRSP) through collaboration with local stakeholders and analyzes the City's crash data over the last five (5) years to establish safety goals and strategies, and develop a process for evaluation, prioritization, and implementation.

**Project Justification:** The LRSP offers a proactive approach to addressing multi-modal safety needs and demonstrates agency responsiveness to safety challenges.

**Project Status:** New project

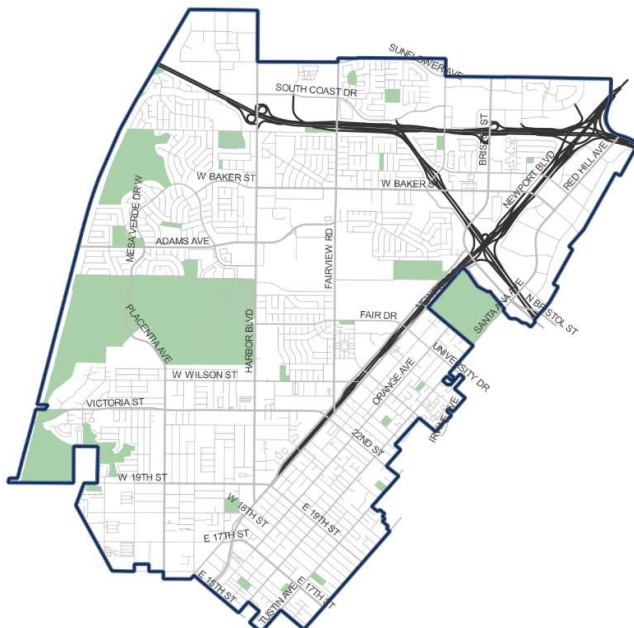
Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	80,000	-	-	-	-	-	80,000
Construction	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Capital Improvement Fund	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000

Project Account (Account-Fund-Org-Program-Project):

**Operating Impacts:** \$  
**Location:** Citywide

**Total Estimated Project Cost:** \$ 80,000  
**Funds Expended to Date:** \$ -



# CAPITAL IMPROVEMENT PROGRAM

## Project W - Transit Stop Improvements

Type: Transportation  
Department: Public Services  
Category: 3 - Grant Funding

Item No. 30  
CIP Project No.  
District No. 3 & 4

**Project Description:** This project will construct improvements at three bus stops: Stop 1173 – Northbound Fairview Road at Arlington Drive; Stop 1293 – Northbound Placentia Avenue south of 19th Street; and Stop 1196 – Northbound Harbor Boulevard north of Wilson Street. Improvements include new shelters, new benches, trash receptacles, and minor sidewalk improvements.

**Project Justification:** City Council adopted a resolution in February 2019 to approve the submittal of grant funding applications for the three (3) bus stop improvement projects under the Orange County Transportation Authority's (OCTA) Measure M2 Project W - Safe Transit Stops Program. City awarded the grant funding from OCTA for the project.

**Project Status:** New project

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	-	-	-	-	-	-	-
Construction	-	74,500	-	-	-	-	-	74,500
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 74,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,500

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Measure M2 Fund	\$ -	\$ 74,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,500
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 74,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,500

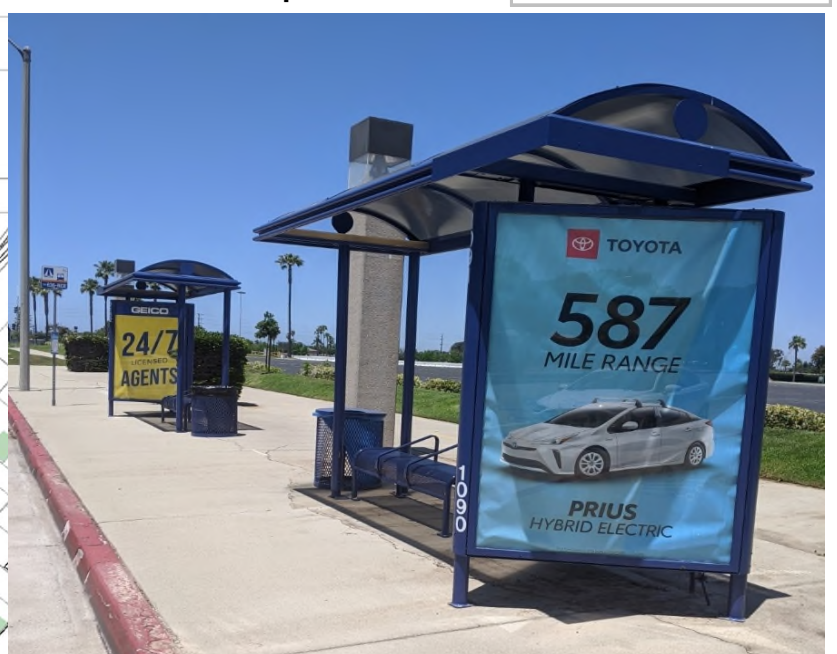
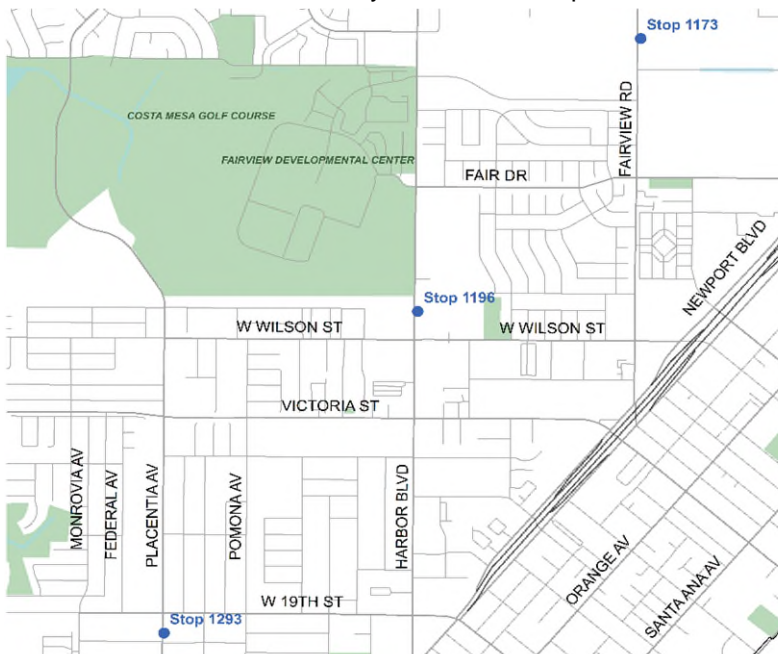
Project Account (Account-Fund-Org-Program-Project):

**Operating Impacts:** \$ -

**Location:** Citywide - 3 bus stop locations

**Total Estimated Project Cost:** \$ 74,500

**Funds Expended to Date:** \$ -



# CAPITAL IMPROVEMENT PROGRAM

## West 19th Street at Wallace Avenue Traffic Signal

Type: Transportation  
Department: Public Services  
Category: 4 - Master Plan, General Plan

Item No. 31  
CIP Project No.  
District No. 4

**Project Description:** The intent of the subject improvement project is to design and construct a new traffic signal at the intersection of West 19th Street at Wallace Avenue.

**Project Justification:** Resident requests for pedestrian crossing at this location and high number of pedestrians on West 19th.

**Project Status:** New project

Expenditure Breakdown	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Land acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design, permits	-	30,000	-	-	-	-	-	30,000
Construction	-	-	300,000	-	-	-	-	300,000
Contingency	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total Estimated Costs	\$ -	\$ 30,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 330,000

Funding Sources	2019-20 and Prior	Proposed 2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
Measure M2 Fairshare Fund	\$ -	\$ 30,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 330,000
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Funding Sources	\$ -	\$ 30,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 330,000

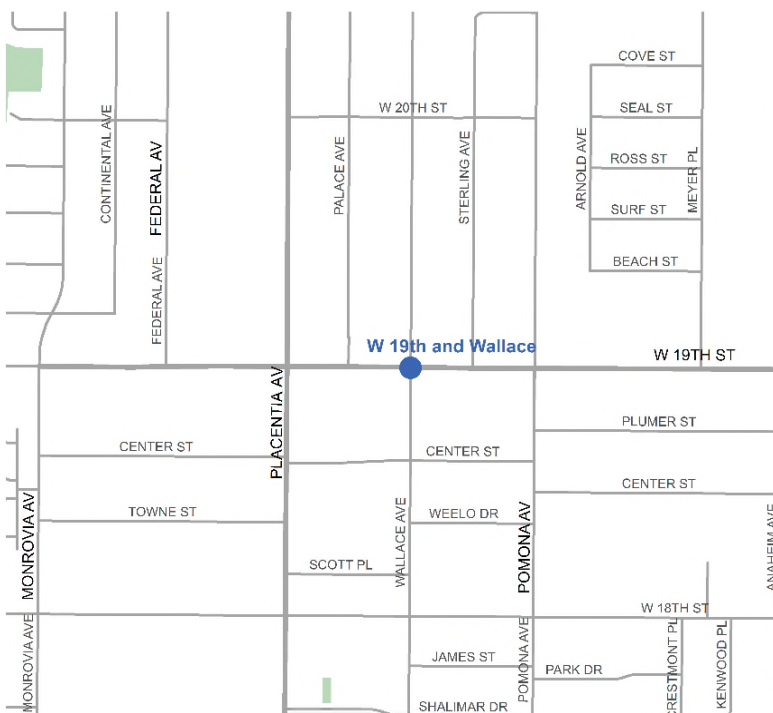
Project Account (Account-Fund-Org-Program-Project):

**Operating Impacts:** \$ 1,000

**Total Estimated Project Cost:** \$ 330,000

**Location:** West 19th St at Wallace Ave

**Funds Expended to Date:** \$ -





**Category/Project Title****FY 2020-21****ENERGY AND SUSTAINABILITY**

City Hall - Electric Vehicle Charging Stations	\$ 185,356
City Hall - Solar Rooftop/ Canopy Project	-
Citywide - Climate Action and Adaptation Plan (CAAP)	-
Citywide - Community Choice Energy Feasibility Study	-
Citywide - Community Choice Energy Implementation	-
Citywide - Costa Mesa Green Business Program	-
Citywide - Drought Resistant Landscape and Vegetation Replacement	-
Citywide - Energy Efficiency Projects	-
Corporation Yard - Solar Canopy and EV Charging Stations	-
Senior Center - Solar Canopy and EV Charging Stations	-
Senior Center - Zero Emission Electric Shuttle	-
Various Facilities - Electric Vehicle Charging Stations	-
<b>TOTAL ENERGY AND SUSTAINABILITY</b>	<b>\$ 185,356</b>

**FACILITIES**

Balearic Center - ADA Upgrades (Exterior Restrooms)	\$ -
Balearic Center - Fire Protection Sprinklers	-
Balearic Center - Install New HVAC Unit	-
Building Modification Projects	125,000
City Hall - Elevator Modernization	700,000
City Hall - 1st Floor ADA Improvements	-
City Hall - 1st Floor Finance Security & Efficiency Reconfiguration	-
City Hall - 1st Floor Kitchen Improvements	-
City Hall - 1st Floor IT Department Reconfiguration	-
City Hall - 2nd Floor Lobby and Front Counter Improvements	-
City Hall - 3rd Floor Repaint Walls and Carpet Replacement	-
City Hall - Curtain and Window Improvements (1 floor per year)	-
City Hall - Exterior Painting Improvements	-
City Hall - HVAC Retrofit	-
City Hall - Remodel of patio by stairs (1 floor per year)	-
City Hall - Replace Roof on Exterior Walkway Canopy	-
Corp Yard (Fleet) - Extent Bay #2 on North Side of Building for Fire Apparatus	-
Corp Yard (Fleet) - Removal of UST/Install Above-Ground Tanks	-
Corp Yard Old - Facility Perimeter Concrete Improvements	-
Corp Yard - Underground Fuel Dispenser Containments & Man-Way Replacements	95,000
Costa Mesa Bridge Shelter	2,645,244
Costa Mesa Tennis Center Improvements	-
Downtown Aquatic Center - Pool Replaster	-
Downtown Recreation Center - HVAC Roof Top Units Replacement	-
Fire Station 1 - Dehumidifier Installation	-
Fire Station 2 - Reconstruction	-
Fire Station 3 - Groundwater/ Soil Assessment	50,000
Fire Station 3 - Remove UST/Install Above-Ground Tank	-
Fire Station 3 - Roof and Wall Repair, Carpet and Apparatus Door Replacement	125,000
Fire Station 4 - Living Quarters Remodel	-
Fire Station 4 - Training Ground Improvements	-
Fire Station 6 - Remove UST/Install Above-Ground Tank	-

Cost estimates are presented at current value / current dollars and are not escalated for inflation. Although the schedule spans five years and future, funds for only the first year are appropriated within the FY 2020-21 Budget.

## CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

### Five-Year Capital Improvement Program From Fiscal Year 2020-2021 Through Fiscal Year 2024-2025

FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Future	Total
\$ -	\$ -	\$ -	\$ -	\$ -	185,356
-	200,000	200,000	-	-	400,000
-	150,000	-	-	-	150,000
75,000	-	-	-	-	75,000
-	175,000	-	-	-	175,000
50,000	50,000	50,000	50,000	200,000	400,000
200,000	200,000	200,000	200,000	600,000	1,400,000
100,000	100,000	100,000	100,000	300,000	700,000
150,000	150,000	-	-	-	300,000
100,000	100,000	-	-	-	200,000
60,000	-	-	-	-	60,000
150,000	-	150,000	-	150,000	450,000
\$ 885,000	\$ 1,125,000	\$ 700,000	\$ 350,000	\$ 1,250,000	\$ 4,495,356
\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000
-	-	-	-	160,000	160,000
-	-	-	-	350,000	350,000
300,000	300,000	300,000	300,000	400,000	1,725,000
-	-	-	-	-	700,000
500,000	-	-	-	-	500,000
550,000	-	-	-	-	550,000
60,000	-	-	-	-	60,000
250,000	-	-	-	-	250,000
45,000	-	-	-	-	45,000
126,500	-	-	-	-	126,500
-	-	-	-	550,000	550,000
-	200,000	-	-	-	200,000
-	-	-	-	1,200,000	1,200,000
-	-	-	-	225,000	225,000
-	150,000	-	-	-	150,000
-	-	-	25,000	250,000	275,000
-	-	-	-	1,000,000	1,000,000
-	-	-	-	75,000	75,000
-	-	-	-	-	95,000
-	-	-	-	-	2,645,244
200,000	-	-	-	-	200,000
250,000	-	-	-	-	250,000
175,000	-	-	-	-	175,000
75,000	-	-	-	-	75,000
500,000	800,000	4,000,000	4,000,000	-	9,300,000
30,000	30,000	-	-	-	110,000
250,000	-	-	-	-	250,000
100,000	-	-	-	-	225,000
-	-	500,000	2,750,000	2,750,000	6,000,000
-	-	-	-	2,100,000	2,100,000
-	-	-	-	250,000	250,000

**Category/Project Title****FY 2020-21****FACILITIES (continued)**

Fire Station 6 - Repair Failing Perimeter Walls	\$ -
Fire Station 6 - Replace (4) HVAC Units	-
Fire Stations - Minor Projects at Various Stations	100,000
Mesa Verde Library - ADA Compliance Design	-
Mesa Verde Library - Roof Replacement	-
Police Department - Carpet Replacement	-
Police Department - Communications Floor Finishes & Carpet Replacement	-
Police Department - Emergency Operations Center & Property Evidence Facility	-
Police Department - Emergency Operations Center Equipment Update	-
Police Department - Locker Rooms HVAC Improvements	-
Police Department - Range Remodel/ Update	-
Police Department - Shop Expansion for Mobile Command Vehicle	-
Police Substation - ADA Restrooms	-
Police Substation - Upgrades	-
Senior Center - Painting and Power Wash	-
<b>TOTAL FACILITIES</b>	<b>\$ 3,840,244</b>

**PARKS**

Bark Park Renovation	\$ -
Brentwood Park - Improvements	-
Canyon Park - Inventory, Management and Restoration Plans	-
Davis School Field & Lighting - Design & Construction	-
Del Mar Community Gardens - Plot Addition	-
Del Mesa Park - Replace Existing Playground Equipment	-
Del Mesa Park - Replace Walkway Lights	-
Entryway Monument - Industrial Way and Newport Blvd.	-
Fairview Developmental Center Sports Complex	-
Fairview Park - Bluff Stairs (South)Bluff Stairs at South Fairview Park	-
Fairview Park - CA-ORA-58 Fill Removal, Cap & Restore Native Habitat	-
Fairview Park - Educational Hubs and Signage	-
Fairview Park - Fence along Placentia Ave	-
Fairview Park - Fencing, Signage, and Trail Restoration	-
Fairview Park - Master Plan Implementation	-
Fairview Park - West Bluff Restoration	-
Gisler Community Garden	-
Golf Course Pocket Park	-
Heller Park - 2 New Lighted Basketball Courts	-
Heller Park - Replace Existing Restroom	-
JH sport complex expansion	-
Jordan Park - Playground Equipment Replacement	-
Kaiser Lighting and Turf	-
Ketchum-Libolt Park Expansion	50,000
Lindbergh Park - 1 New Half Court Basketball Court	-

Cost estimates are presented at current value / current dollars and are not escalated for inflation. Although the schedule spans five years and future, funds for only the first year are appropriated within the FY 2020-21 Budget.

## CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

### Five-Year Capital Improvement Program From Fiscal Year 2020-2021 Through Fiscal Year 2024-2025

FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Future	Total
\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
100,000		-	-	-	100,000
55,000	55,000	55,000	55,000	55,000	375,000
-	-	-	-	550,000	550,000
250,000	-	-	-	-	250,000
110,000	-	-	-	-	110,000
-	-	-	100,000	-	100,000
-	-	450,000	1,000,000	2,000,000	3,450,000
300,000	-	-	-	-	300,000
220,000	-	-	-	-	220,000
400,000	500,000	-	-	-	900,000
250,000	-	-	-	-	250,000
-	-	-	-	175,000	175,000
-	-	-	-	2,000,000	2,000,000
-	-	-	-	100,000	100,000
\$ 5,096,500	\$ 2,135,000	\$ 5,305,000	\$ 8,230,000	\$ 14,340,000	\$ 38,946,744

\$ -	\$ 470,000	\$ -	\$ -		\$ 470,000
-	-	-	-	2,600,000.00	2,600,000.00
	150,000	150,000	-	-	300,000
-	-	-	-	4,500,000	4,500,000
-	-	-	-	112,800	112,800
-	-	-	-	150,000	150,000
-	-	-	-	45,000	45,000
-	-	-	-	200,000	200,000
-	-	-	-	6,000,000	6,000,000
-	-	350,000	-	-	350,000
-	-	-	-	7,000,000	7,000,000
71,500	473,000	-	-	-	544,500
-	-	-	-	380,000	380,000
75,000	75,000	25,000	25,000	-	200,000
-	-	-	-	20,000,000	20,000,000
250,000	750,000	750,000	750,000	750,000	3,250,000
-	-	-	-	215,000	215,000
-	-	-	-	135,000	135,000
-	-	-	-	275,000	275,000
-	-	-	-	600,000	600,000
				1,000,000	1,000,000
175,000	-	-	-	-	175,000
-	-	-	-	8,600,000	8,600,000
500,000	-	-	-	-	550,000
-	-	-	-	75,000	75,000

Category/Project Title	FY 2020-21
<b>PARKS (continued)</b>	
Lindbergh Park - Expand Park	\$ -
Lions Park - Café	-
Lions Park - Open Space Improvements	-
Marina View Park - Replace Existing Playground Equipment	-
Mesa del Mar Neighborhood Entryway	-
Moon Park - Replace Existing Playground Equipment (2 areas)	-
Park Sidewalk / Accessibility Program	100,000
Park Security Lighting Replacement Program	-
Parsons - Lighting and Turf	-
Shalimar Park - Improvements	-
Shiffer Park - Replace Existing Playground Equipment (2 Areas)	-
Shiffer Park - Shelter and Restroom Improvements	-
Smallwood Park - Improvements	-
Tanager Park - Replace Existing Playground Equipment	-
TeWinkle Athletic Complex - Batting Cage Structure	-
TeWinkle Park - Drainage Swale - North Boundary	-
TeWinkle Park - Lakes Repairs	-
TeWinkle Park - Landscape Buffer North Boundary	-
TeWinkle Park - Landscape Median Improvements	-
TeWinkle Park - New Restroom - Lake Area	-
TeWinkle Park - New Tot Lot East of Junipero Dr.	-
TeWinkle Park - Security Lighting Project	-
TeWinkle Park - Skate Park Expansion	-
Various Parks - Parking Lot Rehabilitation	-
Various Parks - Replace Playground Surfacing	-
Vista Park - Picnic Shelter	-
Wakeham Park - Playground and Planter Improvements	-
Westside Pockets Skate Park	-
Wilson Park & Tewinkle Parks Bridge Replacement	200,000
Wilson Park - Replace Existing Restroom w/Pre-Fabricated	-
<b>SUBTOTAL PARKS</b>	<b>\$ 350,000</b>
<b>PARKWAY AND MEDIANS</b>	
Adams Avenue - Median Landscape Rehabilitation	\$ -
Arlington Dr. at Newport Blvd. - Streetscape Improvements	-
Arlington Drive - Parking Lot Landscape Improvements	-
Fairview Road - Median Landscape Rehabilitation	-
Gisler Avenue - Bike Trail Landscape	-
Gisler Ave Landscape Improvements	-
New Sidewalk / Missing Link Program	300,000
Newport Boulevard Landscape Improvements - 19th St. to Bristol St.	-
Newport Boulevard Landscape Improvements - S/O 17th Street	-
Parkway & Medians Improvement Program	375,000

Cost estimates are presented at current value / current dollars and are not escalated for inflation. Although the schedule spans five years and future, funds for only the first year are appropriated within the FY 2020-21 Budget.

## CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

### Five-Year Capital Improvement Program From Fiscal Year 2020-2021 Through Fiscal Year 2024-2025

FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Future	Total
\$ -	\$ -	\$ -	\$ -	\$ 1,300,000	\$ 1,300,000
-	-	-	-	900,000	900,000
50,000	300,000	300,000	-	-	650,000
-	-	-	150,000	-	150,000
-	-	-	-	200,000	200,000
-	-	-	-	175,000	175,000
150,000	150,000	150,000	150,000	150,000	850,000
-	-	-	-	925,000	925,000
-	-	-	-	5,500,000	5,500,000
500,000	500,000	-	-	-	1,000,000
-	-	-	175,000	-	175,000
75,000	-	-	-	675,000	750,000
-	-	-	-	1,000,000	1,000,000
231,000	-	-	-	-	231,000
-	-	-	-	102,000	102,000
-	-	-	-	400,000	400,000
175,000	-	-	-	1,100,000	1,275,000
-	-	-	-	300,000	300,000
-	-	-	-	275,000	275,000
-	-	-	-	650,000	650,000
-	-	-	-	500,000	500,000
-	-	-	-	275,000	275,000
100,000	1,000,000	-	-	-	1,100,000
50,000	100,000	100,000	100,000	100,000	450,000
-	50,000	-	50,000	50,000	150,000
-	-	-	-	165,000	165,000
-	-	-	-	190,000	190,000
100,000	500,000	-	-	-	600,000
-	-	-	-	-	200,000
-	-	-	-	200,000	200,000
\$ 2,502,500	\$ 4,518,000	\$ 1,825,000	\$ 1,400,000	\$ 67,769,800	\$ 78,365,300

\$ 10,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 160,000
-	-	-	-	180,000	180,000
-	-	-	-	150,000	150,000
10,000	100,000	-	-	-	110,000
-	-	-	-	165,000	165,000
-	250,000	-	-	-	250,000
100,000	100,000	100,000	100,000	100,000	800,000
-	-	-	-	1,100,000	1,100,000
25,000	250,000	-	-	-	275,000
450,000	450,000	450,000	450,000	450,000	2,625,000

Category/Project Title	FY 2020-21
<b>PARKWAY AND MEDIANS (continued)</b>	
Priority Sidewalk Repair	\$ 50,000
Tree Planting Program	-
Victoria Street - Parkway Landscape Rehabilitation	-
Westside Restoration Project	-
<i>SUBTOTAL PARKWAY AND MEDIANS</i>	<b>\$ 725,000</b>
<b>STREETS</b>	
Adams Ave.- Harbor Blvd. To Santa Ana River	\$ -
Brentwood Ave. - Storm Drain System	-
Cherry Lake Storm Drain System - Phase I, II & III	-
Cherry Lake Storm Drain System - Phase IV & V	-
Citywide Alley Improvements	300,000
Citywide Catch Basin Insert and Water Quality Improvement Project	-
Citywide Storm Drain Improvements	-
Citywide Street Improvements	3,300,000
Newport Blvd Improvements - N/B from 22nd St to Bristol St & S/B from Bristol to Mesa	2,134,145
NPDES Program	-
Westside Storm Drain Improvements	550,000
<i>SUBTOTAL STREETS</i>	<b>\$ 6,284,145</b>
<b>TRANSPORTATION</b>	
Adams Avenue Bicycle Facility- Fairview Rd. to Harbor Blvd.	\$ -
Adams Avenue - Multipurpose Trail	-
Adams Avenue at Pinecreek Drive - Improvements	1,070,000
Baker - Coolidge Ave Traffic Signal Modifications	-
Baker /Placentia/ Victorica / West 19th Traffic Signal Synchronization	-
Baker / Randolph Ave Intersection Traffic Signal Installation	300,000
Bear Street Bicycle Facility Study	-
Bear Street Pedestrian Signal at Education First	300,000
Bear Street Traffic Signal Synchronization	31,000
Bicycle & Pedestrian Infrastructure Improvement Design	-
Bicycle Safety Education - Sixteen Schools	-
Bristol St. / Baker St. - Intersection Improvement (Add EBT, WBT)	-
Bristol St. / I-405 NB - Ramps (Add WBR)	-
Bristol St. / Paularino Ave. (Add 2nd WBL)	-
Bristol St. / Sunflower Ave. - Intersection Improvement (Add 3rd NBL)	-
Bristol Street (Bear St. to Santa Ana Av.) - Bicycle Facility	-
Citywide Bicycle Rack Improvements	50,000
Citywide Class II and III Bicycle Roadway Projects	200,000
Citywide Neighborhood Traffic Improvements	50,000
Citywide Parking Study	135,000
Citywide Traffic Signal Improvements	50,000
Citywide Wayfinding Signage Program (Street and Bikeway)	-
Costa Mesa ITS Improvements (Communications, Central Sys. CCTV)	-
Del Mar Avenue (Newport Blvd. to Santa Ana Av.) - Bicycle Facility	-

Cost estimates are presented at current value / current dollars and are not escalated for inflation. Although the schedule spans five years and future, funds for only the first year are appropriated within the FY 2020-21 Budget.



## CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

### Five-Year Capital Improvement Program From Fiscal Year 2020-2021 Through Fiscal Year 2024-2025

FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Future	Total
\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
50,000	50,000	50,000	50,000	50,000	250,000
-	-	-	-	600,000	600,000
250,000	150,000	150,000	150,000	300,000	1,000,000
\$ 945,000	\$ 1,550,000	\$ 800,000	\$ 800,000	\$ 3,145,000	\$ 7,965,000

\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 4,000,000
-	-	-	-	793,040	793,040
-	-	-	-	2,721,600	2,721,600
-	-	-	-	2,009,360	2,009,360
500,000	500,000	500,000	-	-	1,800,000
25,000	25,000	25,000	25,000	25,000	125,000
-	-	-	-	15,000,000	15,000,000
3,700,000	4,500,000	6,500,000	7,000,000	7,000,000	32,000,000
-	-	-	-	-	2,134,145
60,000	30,000	30,000	30,000	30,000	180,000
1,550,000	1,550,000	1,550,000	1,550,000	1,550,000	\$ 8,300,000
\$ 7,835,000	\$ 8,605,000	\$ 8,605,000	\$ 8,605,000	\$ 29,129,000	\$ 69,063,145

\$ -	\$ -	\$ -	\$ -	\$ 1,290,000	\$ 1,290,000
1,300,000	1,300,000	-	-	-	2,600,000
-	-	-	-	-	1,070,000
-	40,000	-	-	-	40,000
2,216,195	-	-	-	-	2,216,195
-	-	-	-	-	300,000
100,000	-	-	-	-	100,000
-	-	-	-	-	300,000
-	-	-	-	-	31,000
333,100	-	-	-	-	333,100
-	60,000	-	60,000	60,000	180,000
-	-	-	-	962,500	962,500
-	-	-	-	90,000	90,000
-	-	-	-	300,210	300,210
-	-	-	-	1,130,000	1,130,000
-	75,000	450,000	-	-	525,000
50,000	50,000	50,000	50,000	50,000	300,000
100,000	100,000	100,000	100,000	100,000	700,000
75,000	75,000	75,000	75,000	75,000	425,000
-	-	-	-	-	135,000
250,000	250,000	250,000	250,000	250,000	1,300,000
100,000	100,000	-	-	-	200,000
250,000	250,000	250,000	250,000	250,000	1,250,000
30,000	-	-	-	-	30,000

Category/Project Title	FY 2020-21
<b>TRANSPORTATION (continued)</b>	
E. 17th St. / Irvine Ave. - Intersection Improvement (Add SBR, EBR)	\$ -
Eastside Traffic Calming (Cabrillo St., 18th St., 22nd St.)	-
Fairview Channel Trail - Placentia Ave. (n of park) to Placentia Ave. (s of park)	-
Fairview Rd./ Wilson St. - Improvements (Add EBT, WBT)	-
Fairview Road - Arlington Dr. Traffic Signal Modification	-
Fairview Road - Merrimac Way Traffic Signal Modification	-
Fairview Road - Traffic Signal Synchronization Project	100,000
Fairview Road (Fair Dr. to Newport Blvd.) - Bicycle Facility	-
Greenville-Banning Channel Pt. 1 (Sunflower Ave to South Coast Drive)	-
Greenville-Banning Channel Pt. 2 (Santa Ana River Trail to South Coast Dr.)	-
Harbor Blvd. / Gisler Ave. - Intersection Improvements (Add SBR)	-
Harbor Blvd. / South Coast Dr. - Intersection Improvement (Add EBR)	-
Harbor Blvd. / Sunflower Ave. - Intersection Improvement (Add EBR, WBR)	-
Harbor Blvd./ Adams Ave. - Intersection Improvements (Add NBL, NBR)	-
Harbor Blvd./ MacArthur - Bus Turnout	-
Hyland Ave. / I-405 NB Ramp & South Coast Drive (Add 2nd WBT)	-
Local Road Safety Plan	80,000
Mesa Verde Drive E (Adams Av. to Harbor Bl.)	-
Mission- Valencia Multi-Modal Access and Circulation Improvements	-
Newport Blvd. Northbound at Del Mar (Add WBTR)	-
Newport Blvd. Northbound/22nd St. (Add WBTR, convert NBT to NBTR)	-
Newport Blvd. Southbound at Fair Dr. (Add 2nd SBR)	-
Newport Blvd./17th St. (Add NBR)	-
Newport Boulevard Southbound (Bristol Street to Arlington Drive)	-
Newport Boulevard Widening - From 19th St. to 17th St.	-
Orange Coast College Alley	-
Paularino Channel - Multipurpose Trail	-
Placentia Av./19th St. (Add SBR)	-
Placentia Av./20th St. HAWK Signal	-
Project W- Transit Stop Improvement	74,500
Randolph Avenue Improvements	-
Santa Ana Avenue (Bristol St. to Mesa Drive) Bicycle Facility	-
Signal System Upgrade - Paularino, Fair, Wilson, Anton	-
SR-55 Frwy. N/B / Baker St. - Intersection Improvement (Add NBL, EBL)	-
SR-55 Frwy. N/B / Paularino Ave. - Intersection Improvement (Add WBR)	-
SR-55 Frwy. S/B / Baker St. - Intersection Improvement (Add SBR)	-
SR-55 Frwy. S/B / Paularino Ave. - Intersection Improvement (Add SBR)	-
Superior Av./17th St. (Convert WBT to WBTL, NBR)	-
Vanguard Way/Santa Isabel Ave. (Fair Dr. to Irvine Av.) - Bicycle Facility	-
West 17th St. Widening - (Newport Boulevard to Placentia Avenue)	-
West 19th St. at Wallance Avenue Traffic Signal	30,000
Wilson Street (Fairview Rd. to Santa Ana Av.) - Bicycle Facility	-
Wilson Street Widening - from College Ave. to Fairview Rd.	-
<b>SUBTOTAL TRANSPORTATION</b>	<b>\$ 2,470,500</b>
<b>Total Five-Year Capital Improvement Projects</b>	<b>\$ 13,855,245</b>

Cost estimates are presented at current value / current dollars and are not escalated for inflation. Although the schedule spans five years and future, funds for only the first year are appropriated within the FY 2020-21 Budget.

## CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

### Five-Year Capital Improvement Program From Fiscal Year 2020-2021 Through Fiscal Year 2024-2025

FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Future	Total
\$ -	\$ -	\$ -	\$ 100,000	\$ 700,000	\$ 800,000
-	-	-	-	2,200,000	2,200,000
-	-	-	100,000	980,000	1,080,000
-	-	-	-	1,525,000	1,525,000
100,000	-	-	-	-	100,000
150,000	-	-	-	-	150,000
-	-	-	-	-	100,000
-	-	60,000	480,000	-	540,000
-	-	-	-	870,000	870,000
-	-	-	-	3,280,000	3,280,000
-	-	-	-	4,895,000	4,895,000
-	-	-	-	2,167,200	2,167,200
-	-	-	-	920,000	920,000
-	-	-	-	6,000,000	6,000,000
-	-	-	-	396,000	396,000
-	-	-	50,000	813,000	863,000
-	-	-	-	-	80,000
100,000	225,000	-	-	-	325,000
500,000	500,000	-	-	-	1,000,000
-	-	-	-	132,000	132,000
-	-	-	-	15,000	15,000
-	-	-	68,750	695,750	764,500
-	-	50,000	400,000	-	450,000
-	-	-	75,000	370,000	445,000
400,000	600,000	4,150,000	4,150,000	-	9,300,000
-	-	-	-	760,000	760,000
300,000	1,500,000	1,500,000	-	-	3,300,000
-	-	-	-	386,000	386,000
175,000	-	-	-	-	175,000
-	-	-	-	-	74,500
330,000	-	-	-	-	330,000
-	-	30,000	150,000	-	180,000
-	300,000	300,000	300,000	-	900,000
-	-	-	-	1,370,000	1,370,000
-	-	-	-	642,750	642,750
-	-	-	-	625,350	625,350
-	-	-	-	413,730	413,730
-	-	-	100,000	563,000	663,000
-	-	-	60,000	-	60,000
-	-	-	40,000	1,200,000	1,240,000
300,000	-	-	-	-	330,000
-	-	-	-	200,000	200,000
-	-	-	-	20,000,000	20,000,000
\$ 7,159,295	\$ 5,425,000	\$ 7,265,000	\$ 6,858,750	\$ 56,677,490	\$ 85,856,035
\$ 24,423,295	\$ 23,358,000	\$ 24,500,000	\$ 26,243,750	\$ 172,311,290	\$ 284,691,580





Located on the "coastal tableland" above Newport Bay, Costa Mesa was once grazing grounds for cattle belonging to the Mission San Juan Capistrano. At the beginning of the 19th Century, missionaries built an adobe way station or "estancia" for the vaqueros who tended the herds. This structure still stands at 1900 Adams Avenue and was recently restored and transformed by the City into a museum. In 1810, this same area was a part of the Spanish land grant of Santiago del Santa Ana made to Jose Antonio Yorba. By 1880, settlers had begun buying portions of the rancho from Yorba's heirs and in the same decade established the town of Fairview. A school house and church were built near the present intersection of Harbor and Adams, and a 25-room hotel accommodated visitors to the nearby hot sulfur springs. But in early 1889, a storm washed out the railroad and brought financial disaster to the community which soon reverted to a farming country.

By this time, the little town of Harper, named after a nearby rancher, had emerged on a siding of the Santa Ana and Newport Railroad. Its first business, Ozment's General Store, stood on the corner of Newport and 18th Streets and contained the City's first post office, established in 1909. On May 11, 1920, Harper officially changed its name to Costa Mesa, which means "coastal tableland" in Spanish, and continued as an agricultural community, growing sweet potatoes, corn, tomatoes, strawberries, and apples.

Building and oil drilling industries were just beginning to bring new growth to the City when the depression hit Southern California. Industries collapsed and the local bank closed. More disaster followed when the 1933 earthquake shook the town, damaging businesses and the Main School. Soon after, the school was rebuilt and continued to operate as the Clara McNally School. These buildings are now used for school administrative and service purposes.

World War II brought many thousands of people to the area for training at the Santa Ana Army Air Base, located on what is now the Orange County Fairgrounds, Orange Coast College, and the present site of the Civic Center. When the war ended, many of these men returned with their families to begin a population boom in the City.

On June 29, 1953, the City was incorporated and a City Council-Manager form of government was chosen. The new City had an area of 3.5 square miles and a population of 16,840. The City has an area of 16.8 square miles and the population has risen to 109,960, as of January 1, 2010.

Today, Costa Mesa is a major commercial and industrial center of Orange County. The City, which formally adopted the slogan "The City of the Arts" in late 1984, is home to the Orange County Performing Arts Center and the Tony Award-winning South Coast Repertory Theatre. The Center includes a 3,000-seat facility, which was completed in 1985. And in September 2006, the 2,000-seat Henry and Renee Segerstrom Concert Hall and 500-seat Samueli Theatre opened with great success. The Concert Hall is the new home to the Orange County's Pacific Symphony and Pacific Chorale.

Costa Mesa also offers world-class shopping and dining experiences in and around South Coast Plaza. Home to large corner stores like Nordstrom's, Macy's, Saks Fifth Avenue, Bloomingdale's, and Sears. South Coast Plaza also offers smaller specialized stores like Tiffany & Co., Ralph Lauren, Williams-Sonoma, and Coach. The South Coast Plaza area also offers a variety of fine dining that includes Maggiano's Little Italy, Vaca, Anqi, The Capital Grille, and Water Grill.

This history has made and continues to make the City of Costa Mesa a destination for all experiences.



<b>GENERAL</b>	
Date of Incorporation	June 29, 1953
Form of Government	Council-Manager
Classification	General Law
Area (in square miles)	16.8
Population	112,377
Acres Zoned for Industry	1,026
Acres of Open Space	1,039
Post Offices	2
Number of Full-Time Employees	502
<b>FIRE PROTECTION</b>	
Number of Fire Stations	6
Number of Sworn Fire Fighters	84
Fire Insurance Rating	Class 2
<b>POLICE PROTECTION</b>	
Number of Sworn Police Officers	136
<b>STREETS, PARKS and SANITATION</b>	
Miles of Streets (in lane miles)	522
Miles of Alleys	15
Trees, Street	25,000
Park Sites	30
Skate Park	1
18-hole Public Golf Courses	2
Miles of Storm Drains	45.5
Miles of Sewers	325.7
Sanitation Pumping Stations	20
Education Facilities	
<b>EDUCATION FACILITIES</b>	
Elementary Schools	10
Junior High Schools	2
High Schools	2
2-year Community College	1
Private Colleges	19
Public Libraries	2



**ACCRUAL BASIS OF ACCOUNTING:** Revenues are recognized when both measurable and available; expenditures are recorded when services have been substantially performed or goods have been received and the liabilities incurred.

**ADOPTED BUDGET:** The official budget as approved by the City Council at the start of each fiscal year.

**AD VALOREM TAX:** (which means “according to its value”) A state or local government tax based on the value of real property as determined by the county tax assessor.

**AGENCY FUND:** Used to account for assets held by the City in a fiduciary capacity for individuals, government entities, and others. Such funds are operated by carrying out the specifications of trust indentures, statutes, ordinances, or other governing regulations.

**AMENDED BUDGET:** The adopted budget as amended by the City Council through the course of a fiscal year.

**APPROPRIATIONS:** A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time when it may be expended.

**ARBITRAGE:** The interest rate differential that exists when proceeds from a municipal bond – which is tax-free and carries a lower yield – are invested in taxable securities with a yield that is higher. The 1986 Tax Reform Act made this practice by municipalities illegal solely as a borrowing tactic, except under certain safe-harbor conditions.

**ASSESSED VALUATION:** A municipality’s property tax base stated in dollars based on real estate and/or other taxable business property for the purposes of taxation, sometimes expressed as a percent of the full market value of the taxable property within a community.

**AUTHORITY OR AGENCY:** A state or local unit of government created to perform a single activity or a limited group of functions and authorized by the state legislature to issue bonded debt.

**AUTHORIZING ORDINANCE:** A law that, when enacted, allows the unit of government to sell a specific bond issue or finance a specific project.

**BOND:** A security whereby an issuer borrows money from an investor and agrees and promises, by written contract, to pay a fixed principal sum on a specified date (maturity date) and at a specified rate of interest.

**BOND PREMIUM:** The amount at which a bond or note is bought or sold above its par value or face value without including accrued interest.

**BUDGET:** A plan of financial operation comprised of estimated expenditures for a given period (usually a single fiscal year) and the proposed means of financing the expenditures (through revenues).

**BUDGET MESSAGE:** A written discussion of the budget presented by the City Manager to the City Council.

**CAPITAL BUDGET:** A budget which focuses on capital projects to implement the Capital Improvement Program.

**CAPITAL IMPROVEMENT PROGRAM:** A plan for capital improvements to be implemented each year over a number of years to meet capital needs arising from the assessment of long-term needs. It sets forth the estimated cost for each project and specifies the resources required to finance the projected expenditures.

## GLOSSARY OF BUDGET TERMS (CONTINUED)

**CAPITAL IMPROVEMENT PROJECT:** The budget unit to group activities and costs necessary to implement a specific capital improvement and/or acquisition. A project can include the construction, acquisition, expansion, replacement, or rehabilitation of a physical facility or improvement. Projects often include planning and design, land acquisition, and project management costs related to such facilities and improvements.

**CAPITAL PROJECTS FUNDS:** Used to account for financial resources for the acquisition or construction of major capital facilities other than those financed by proprietary and trust funds.

**CERTIFICATES OF PARTICIPATION (COPs):** A form of lease revenue bond that permits the investor to participate in a stream of lease payments, installment payments or loan payments relating to the acquisition or construction of specific equipment, land, or facilities. COPs have become a popular financing device in California since the passage of Proposition 13. COPs are not viewed legally as “debt” because payment is tied to an annual appropriation by the government body. As a result, COPs are seen by investors as providing weaker security and often carry ratings that are a notch or two below an agency’s general obligation rating.

**COMMUNITY FACILITIES DISTRICT 91-1:** Established to account for a special tax received under the Mello-Roos Community Facilities Act of 1982. Bonds were issued to provide for improvements within the district and the special tax revenue is restricted for payment of principal and interest to the bondholder.

**CONTRACTED SERVICES:** Services rendered in support of City operations and activities by external parties. These may be based upon either formal contracts or ad hoc charges.

**COUPON RATE:** The specified annual interest rate payable to the bond or note holder as printed on the bond. This term is still used even though there are no coupon bonds anymore.

**DEBT LIMIT:** The maximum statutory or constitutional amount of debt that the general obligation bond issuer can either issue or have outstanding at any time.

**DEBT SERVICE FUNDS:** Account for the accumulation of resources set aside to meet current and future debt service requirements (payments) on general long-term debt.

**DELINQUENT TAXES:** Property Taxes that have been levied but remain unpaid on and after the due date. In California, the due dates are December 10 and April 10. Special taxes and assessments are often due on these dates as well. When tax delinquencies exceed 5%, the Bond Advisor places the issue on its internal Bond Watch.

**DEPARTMENT:** A major organizational group of the City with overall management responsibility for an operation or a group of related operations within a functional area.

**DISCOUNT:** The amount by which market value of a bond is less than par value or face value.

**DIVISION:** An organizational subgroup of a department.

**ENCUMBRANCE:** The commitment of appropriated funds to purchase goods, which have not yet been received, or services that has yet to be rendered.

**EXPENDITURES:** Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service and capital outlays.

**EXPENSES:** Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**FEASIBILITY STUDY:** A financial study provided by the issuer of a revenue bond that estimates service needs, construction schedules, and most importantly, future project revenues and expenses used to determine the financial feasibility and creditworthiness of the project to be financed.

## GLOSSARY OF BUDGET TERMS (CONTINUED)

**FISCAL AGENT:** Also known as the Paying Agent, the bank, designated by the issuer, to pay interest and principal to the bondholder.

**FISCAL YEAR:** A 12-month period to which the annual operating budget applies and at the end of which an entity determines its financial position, the results of its operations, and adopts a budget for the coming year. The City of Costa Mesa's fiscal year is from July 1 to June 30.

**FIXED ASSETS:** Equipment costing \$5,000 or more, including tax, with a useful life longer than one year, and not qualifying as a capital improvement project. Includes automotive equipment, office equipment, office furniture, acquisitions, landscaping improvements, etc.

**FULL FAITH AND CREDIT:** The pledge of "the full faith and credit and taxing power without limitation as to rate or amount." A phrase used primarily in conjunction with General Obligation bonds to convey the pledge of utilizing all taxing powers and resources, if necessary, to pay the bond holders.

**FULL-TIME EQUIVALENT (FTE):** The conversion of part-time employee hours to an equivalent of a full-time position. For example: one person working 20 hours a week for a year would be 0.5 FTE.

**FUND:** An independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves and equities segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**FUND BALANCE:** The equity (assets minus liabilities) of governmental fund and fiduciary fund types. However, for budgeting purposes, a working capital definition of current assets minus current liabilities is used for the computation.

**GENERAL OBLIGATION (GO) BOND:** A bond secured by a pledge of the issuer's taxing powers (limited or unlimited). More commonly the general obligation bonds of local governments are paid from ad valorem property taxes and other general revenues. Considered the most secure of all municipal debt. Limited in California by Proposition 13 to debt authorized by a two-thirds vote in the case of local governments or a simple majority for State issuance.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP):** Uniform minimum standards of and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

**GOVERNMENTAL FUNDS:** Typically are used to account for tax-supported (governmental) activities. These include the General Fund, Special Revenue Funds, Capital Projects Funds, and Debt Service Funds.

**HOMEOWNERS' SUBVENTION:** Owner-occupied properties are eligible for an annual exemption of \$7,000 of the assessed value of the property. This State exemption is reimbursed to the City through this subvention.

**INTERFUND TRANSFERS:** Defined as "flows of assets" (such as goods or services) without equivalent flows of assets in return and without requirement for repayment.

**INTERGOVERNMENTAL REVENUE:** Revenue collected by one government and distributed (usually through some predetermined formula) to another level of government(s).

**INTERNAL SERVICE FUNDS:** Account for the goods or services provided by one fund and/or department to another fund and/or department on a cost reimbursement basis.

## GLOSSARY OF BUDGET TERMS (CONTINUED)

**INVESTMENT GRADE:** A rating issued by the three major bond rating agencies, Moody's, Standard & Poor's, and Fitch, rated BBB, Baa or better. Many fiduciaries, trustees, and some mutual fund managers can only invest in securities with an investment grade rating.

**ISSUER:** A state or local unit of government that borrows money through the sale of bonds and/or notes.

**JOINT POWERS AUTHORITY (JPA):** The formation of two or more public entities with common powers to consolidate their forces and resources to acquire assets and/or provide services to the public. Their bonding authority and taxing ability is the same as their powers as separate units.

**LETTER OF CREDIT:** A form of supplement or, in some cases, direct security for a municipal bond under which a commercial bank or private corporation guarantees payment on the bond under certain specified conditions.

**LIEN:** A claim on revenues, assessments or taxes made for a specific issue of bonds.

**MARKS-ROOS BOND:** The State Legislature enacted the Marks-Roos (named after its legislative sponsors) Local Bond Pooling Act of 1985 to facilitate the financing of local government facilities by bond bank pools funded by bond proceeds. The pool, formed under a Joint Powers Authority, can buy any type of legally issued debt instrument within or without its geographic area. The idea was to save money through economies of scale by selling one large bond issue to finance several small projects. (Several Marks-Roos issues have defaulted and are under investigation by the Securities and Exchange Commission. Prospective investors should find out what sort of loans the pooled fund will make before buying such deals.)

**MELLO-ROOS BOND:** The Mello-Roos (named for its legislative sponsors) Community Facilities District Act of 1982 established another method where by almost every municipal subdivision of the state may form a special, separate district to finance a long list of public facilities by the sale of bonds and finance certain public services on a pay-as-you-go basis. These Community Facilities Districts are formed and bond issues authorized by a two-thirds vote of the property owners in the district. Typically, the only voters in a district are one or more real estate developers who own or have an option on all of the land in the district. These land-based financings were nicknamed "dirt bonds" by the Bond Advisor years ago. Bonds are sold to finance facilities that can include school, parks, libraries, public utilities and other forms of infrastructure. The Districts may provide public services that include police and fire protection, recreation programs, area maintenance, library services, flood and storm drainage. Bonded debt service and/or the public services are paid for by special taxes levied on the real property within the district. As the developer subdivides and sells off the land the new property owner assumes the tax burden. (Tax delinquencies can lead to fines and penalties and ultimately foreclosure and sale. The ultimate security for Mello-Roos bonds is the value of the real property being taxed, consequently a provision in the law requires the appraised value of the land be three times the bonded debt. Recent foreclosure sales have cast doubts on the skills of the appraisers and underscore the risk of some of this debt when a severe real estate slump hits developers.)

**MODIFIED ACCRUAL BASIS:** The accrual basis of accounting where revenues are recognized when they become both "measurable" and "available" to finance expenditures of the current period. All governmental funds and agency funds are accounted for using the modified accrual basis of accounting.

**NET BUDGET:** The legally adopted budget less interfund transactions. Those amounts in the budget representing transfers and interfund reimbursements are subtracted from the legally adopted budget amount.

**OBJECTIVE:** A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objective should specify a standard of performance for a given program or stated goal.

## GLOSSARY OF BUDGET TERMS (CONTINUED)

**OBJECT CODE:** The classification of expenditures in terms of what is bought and paid for grouped into categories.

**OFFICIAL STATEMENT (OS):** A document (prospectus) circulated for an issuer prior to a bond sale with salient facts regarding the proposed financing. There are two OS, the first known as the preliminary, or “red herring” – so named because some of the type on its cover is printed in red – and it is supposed to be available to the investor before the sale. The final OS must be sent to the purchaser before delivery of the bonds.

**OPERATING BUDGET:** A budget which focuses on everyday operating activities and programs. Usually includes personnel, maintenance and operations and capital equipment.

**OVERLAPPING DEBT:** The proportionate share of the general obligation bonds of local governments located wholly or in part within the limits of the reporting unit of government, that must be borne by property owners within the unit.

**PAR VALUE:** The face value or principal amount of a bond, usually \$5,000, due to the holder at maturity. It has no relation to the market value.

**PERSONNEL EXPENSES:** Compensation paid to or on behalf of City employees for salaries and wages, overtime and benefits.

**PREMIUM:** The amount, if any, by which the price exceeds the principal amount (par value) of a bond. Its current yield will be less than its coupon rate.

**PRINCIPAL:** The face value of a bond, exclusive of interest.

**PROFESSIONAL SERVICES:** Includes the cost of outside professional and specialized services purchased by the City, such as consultants for special studies, outside attorneys, architectural and engineering, etc.

**PROGRAM BUDGET:** A budget organized by a grouping of related activities, projects and services which are similar in purpose. The expenditure focus of a program budget is related to the nature of work and services performed.

**PROPERTY TAX:** A tax levied on real estate and personal property. The basic rate in Orange County is 1% of assessed value, of which Costa Mesa receives approximately 15 cents for every dollar collected.

**PROPERTY TRANSFER TAX:** An assessment on real property transfers at the current rate of \$.55 per \$500 in market value, and is collected at the time of the transfer with the County receiving half the collected amount. Also known as the Documentary Transfer Tax.

**PROPOSED BUDGET:** The budget as formulated and proposed by the City Manager. It is submitted to the City Council for review and approval.

**RATINGS:** Various alphabetical and numerical designations used by institutional investors, underwriters, and commercial rating companies to indicate bond and note creditworthiness. Standard & Poor's and Fitch Investors Service Inc. use the same system, starting with their highest rating of AAA, AA, A, BBB, BB, B, CCC, CC, C, and D for default. Moody's Investors Services uses Aaa, Aa, A, Baa, Ba, B, Caa, Ca, C, and D. Each of the services use + or – or +1 to indicate half steps in between. The top four grades are considered Investment Grade Ratings.

**REFUNDING BOND:** The issuance of a new bond for the purpose of retiring an already outstanding bond issue.

**RETAINED EARNINGS:** An equity account reflecting the accumulated earnings of Proprietary Fund types. For budgeting purposes, the working capital definition of fund balance is used.

## GLOSSARY OF BUDGET TERMS (CONTINUED)

**REVENUE:** Moneys that the City receives as income such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

**REVENUE BOND:** A municipal bond whose debt service is payable solely from the revenues received from operating the facilities acquired or constructed with the proceeds of the bonds.

**SELF-INSURANCE:** The retention of liabilities, arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. The City currently provides self-insurance for workers' compensation, general liability and unemployment, and purchases outside insurance for excess coverage in these areas.

**SPECIAL REVENUE FUNDS:** Account for the revenue derived from specific taxes or other earmarked revenue sources (other than expendable trusts or for major capital projects) that are restricted by law or administrative action to expenditures for specified purposes.

**SUPPLEMENTAL ROLL PROPERTY TAXES:** Assessed on property that changes ownership during the year and is based on the difference between the new and old assessed values.

**TAX BASE:** The total resource of the community that is legally available for taxation.

**TAXES:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, user charges.

**TRUSTEE:** A bank designated as the custodian of funds and official representative of bondholders. Appointed to ensure compliance with trust indenture.

**UNDERWRITER:** A financial institution (investment or commercial bank), which purchases a new issue of municipal securities for resale; may acquire the bonds either by negotiated sale or based on competitive bidding.

**USER CHARGES:** Payments made by users or customers of publicly provided services that benefit specific individuals. These services exhibit "public good" characteristics. Examples of user charges are fees paid for recreational activities, building fees, police fees, etc.



<b><u>A/V</u></b> : Audio/Video	<b><u>CNG</u></b> : Compressed Natural Gas
<b><u>AB</u></b> : Assembly Bill	<b><u>CO</u></b> : Carbon Monoxide
<b><u>ABLE</u></b> : AirBorne Law Enforcement	<b><u>COP</u></b> : Certificates of Participation
<b><u>AC</u></b> : Air Conditioning	<b><u>COPPS</u></b> : Community-Oriented Policing and Problem Solving
<b><u>ACT</u></b> : Activity Club for Teens	<b><u>COPS</u></b> : Citizen's Option for Public Safety
<b><u>ADA</u></b> : Americans with Disabilities Act	<b><u>CPI</u></b> : Consumer Price Index
<b><u>ADT</u></b> : Average Daily Traffic	<b><u>CPR</u></b> : Cardiopulmonary Resuscitation
<b><u>AHRP</u></b> : Arterial Highway Rehabilitation Program	<b><u>CSI</u></b> : Crime Scene Investigation
<b><u>ALS</u></b> : Advanced Life Support	<b><u>CSMFO</u></b> : California Society of Municipal Finance Officers
<b><u>APA</u></b> : American Planning Association	<b><u>CSS</u></b> : Community Services Specialist
<b><u>AQMD</u></b> : Air Quality Management District	<b><u>CUP</u></b> : Conditional Use Permit
<b><u>AVL</u></b> : Automatic Vehicle Location	<b><u>DARE</u></b> : Drug Awareness Resistance Education
<b><u>AYSO</u></b> : American Youth Soccer Organization	<b><u>DLT</u></b> : Digital Linear Tape
<b><u>BAN</u></b> : Bank Anticipation Note	<b><u>DOJ</u></b> : Department of Justice
<b><u>BCC</u></b> : Balearic Community Center	<b><u>DRC</u></b> : Downtown Recreation Center
<b><u>BIA</u></b> : Business Improvement Area	<b><u>DUI</u></b> : Driving under the Influence
<b><u>BLS</u></b> : Basic Life Support	<b><u>EAP</u></b> : Employee Assistance Program
<b><u>BMP</u></b> : Best Management Practices	<b><u>EDD</u></b> : Employment Development Department
<b><u>CAD</u></b> : Computer Automated Dispatch	<b><u>EIR</u></b> : Environmental Impact Report
<b><u>CAFR</u></b> : Comprehensive Annual Financial Report	<b><u>EMS</u></b> : Emergency Medical Service
<b><u>CAL OSHA</u></b> : California Occupational Safety and Health Administration	<b><u>EOC</u></b> : Emergency Operations Center
<b><u>CalPERS</u></b> : California Public Employees Retirement System	<b><u>ERAF</u></b> : Educational Revenue Augmentation Fund
<b><u>CalTrans</u></b> : California Department of Transportation	<b><u>ERF</u></b> : Equipment Replacement Fund
<b><u>CCTV</u></b> : Closed-circuit Television	<b><u>FEMA</u></b> : Federal Emergency Management Agency
<b><u>CD</u></b> : Community Design	<b><u>FHWA</u></b> : Federal Highway Administration
<b><u>CDBG</u></b> : Community Development Block Grant	<b><u>FTE</u></b> : Full-Time Equivalent
<b><u>CEO</u></b> : Chief Executive Officer	<b><u>FY</u></b> : Fiscal Year
<b><u>CEQA</u></b> : California Environmental Quality Act	<b><u>GAAP</u></b> : Generally Accepted Accounting Practices
<b><u>CERT</u></b> : Community Emergency Response Team	<b><u>GASB</u></b> : Governmental Accounting Standards Board
<b><u>CIP</u></b> : Capital Improvement Program	<b><u>GFOA</u></b> : Government Finance Officers' Association
<b><u>CIR</u></b> : Circulation Impact Report	<b><u>GIS</u></b> : Geographic Information System
<b><u>CMP</u></b> : Congestion Management Program	<b><u>GMA</u></b> : Growth Management Area
<b><u>CMRA</u></b> : Costa Mesa Redevelopment Agency	<b><u>GO</u></b> : General Obligation
<b><u>CMSD</u></b> : Costa Mesa Sanitary District	<b><u>HCD</u></b> : Housing and Community Development
<b><u>CMTV</u></b> : Costa Mesa's Municipal Access Channel	



## ACRONYMS (CONTINUED)

**HEPA:** High-Efficiency Particulate Air (Filter)  
**HUD:** Housing and Urban Development  
**HUTA:** Highway Users Tax Account  
**HVAC:** Heating, Ventilation, Air Conditioning  
**I-405:** Interstate 405, also known as the San Diego Freeway  
**ICE:** Immigration & Customs Enforcement  
**ICU:** Intersection Capacity Utilization  
**IIP:** Intersection Improvement Project  
**IIPP:** Injury and Illness Prevention Program  
**IPEMA:** International Playground Equipment Association  
**IT:** Information Technology  
**JIC:** Joint Information Center  
**JPA:** Joint Powers Authority  
**JUA:** Joint Use Agreement  
**LIDAR:** Light Detection and Ranging  
**LLEBG:** Local Law Enforcement Block Grant  
**LOS:** Level of Service  
**LRMS:** Law Records Management System  
**LTD:** Long-term Disability  
**LTO:** Linear Tape Open  
**M&O:** Maintenance & Operation  
**MADD:** Mothers Against Drinking and Driving  
**MDC:** Mobile Data Computer  
**MIC:** Mobile Intensive Care  
**MIS:** Management Information Services  
**MOU:** Memorandum of Understanding  
**MPAH:** Master Plan of Arterial Highways  
**NACSLB:** National Advisory Council on State and Local Budgeting  
**NCC:** Neighborhood Community Center  
**NEC:** National Electric Code  
**NFN:** Neighbors for Neighbors  
**NIMS:** National Incident Management System  
**NMUSD:** Newport-Mesa Unified School District  
**NPDES:** National Pollutant Discharge Elimination System  
**NPI:** National Purchasing Institute  
**OCFCD:** Orange County Flood Control District

**OCFEC:** Orange County Fair & Exposition Center  
**OCTA:** Orange County Transportation Authority, OC Treasurer's Association  
**OPEB:** Other Post Employment Benefits  
**OS:** Official Statement  
**OTS:** Office of Traffic Safety  
**PC:** Personal Computer, Penal Code  
**PD:** Police Department  
**PDAOC:** Planning Director's Association of Orange County  
**PEG:** Public, Education & Government  
**PERS:** Public Employees Retirement System  
**POST:** Peace Officer Standard Training  
**PPE:** Personal Protective Equipment  
**PUC:** Public Utility Commission  
**RAID:** Reduce/Remove Aggressive & Impaired Drivers  
**RAN:** Revenue Anticipation Note  
**RMRA:** Road Maintenance and Rehabilitation Account  
**RMS:** Records Management System  
**ROCKS:** Recreation on Campus for Kids  
**ROR:** Rate of Return  
**ROW:** Right-of-Way  
**RRIP:** Residential Remodel Incentive Program  
**SAAV:** Service Authority for Abandoned Vehicles  
**SB:** Senate Bill  
**SBOE:** State Board of Equalization  
**SCBA:** Self-Contained Breathing Apparatus  
**SEC:** Security and Exchange Commission  
**SED:** Special Enforcement Detail  
**SEMS:** Standardized Emergency Management Systems  
**SIP:** Signal Improvement Program  
**SLESF:** Supplemental Law Enforcement Services Fund  
**SMP:** Senior Mobility Program  
**SOBECA:** South Bristol Entertainment and Cultural Arts  
**SR-55:** State Route 55, also known as the Costa Mesa Freeway  
**SR-73:** State Route 73, also known as the Corona del Mar Freeway  
**SRO:** School Resource Officer  
**SUV:** Sports Utility Vehicle

## ACRONYMS (CONTINUED)

**SWAT:** Special Weapons and Tactics (Team)

**TAN:** Tax Anticipation Note

**TARGET:** Tri-Agency Gang Enforcement Team

**TEA:** Transportation Enhancement Activities

**TMC:** Turning Movement Count

**TOT:** Transient Occupancy Tax

**TPA:** Third Party Administrator

**TRAN:** Tax and Revenue Anticipation Note

**UASI:** Urban Area Security Initiative

**UBC:** Uniform Building Code

**UCM:** Utility Cost Management

**UMC:** Uniform Mechanical Code

**UPC:** Uniform Plumbing Code

**UPS:** Uninterrupted Power System

**UST:** Underground Storage Tank

**VLF:** Vehicle License Fee

**WMD:** Weapons of Mass Destruction

**WROC:** Westside Revitalization Oversight Committee

## COMPUTATION OF LEGAL DEBT MARGIN

**Fiscal Year Ended June 30, 2019**

ASSESSED VALUE		<u>\$ 19,900,173,601</u>
	General Gvmt	
DEBT LIMIT: 3.75 Percent of Assessed Value		\$ 746,256,510
Amount of Debt applicable to Debt Limit:		
Total Bonded Debt	<u>\$ -</u>	
LESS: Assets in Debt Service Fund (Net)	<u>-</u>	
TOTAL AMOUNT OF DEBT APPLICABLE TO DEBT LIMIT	<u>\$ -</u>	
LEGAL DEBT MARGIN		<u><u>\$ 746,256,510</u></u>

**ASSESSED VALUE****Last 10 Fiscal Years**

<b>Fiscal Year</b>	<b>Assessed Value</b>	<b>Increase (Decrease)</b>	<b>Percent Increase (Decrease)</b>
2009-10	\$ 14,432,675,049	\$ 66,567,210	0.46%
2010-11	14,116,462,882	(316,212,167)	-2.19%
2011-12	14,117,917,712	1,454,830	0.01%
2012-13	14,377,053,503	259,135,791	1.84%
2013-14	14,926,307,046	549,253,543	3.82%
2014-15	15,711,723,908	785,416,862	5.26%
2015-16	16,532,734,533	821,010,625	5.23%
2016-17	17,470,054,913	937,320,380	5.67%
2017-18	18,504,516,800	1,034,461,887	5.92%
2018-19	19,900,173,601	1,395,656,801	7.54%

Sources: HDL Coren & Cone

Orange County Assessor 2009/2010-2018/2019 Combined Tax Rolls

# RATIO OF NET GENERAL BONDED DEBT TO ASSESSED VALUE AND NET BONDED DEBT PER CAPITA

**Last Ten Fiscal Years**

<b>Fiscal Year</b>	<b>Population <sup>(1)</sup></b>	<b>Assessed Value <sup>(2)</sup></b>	<b>Gross Bonded Debt <sup>(3)</sup></b>		
2009-10	116,341	\$ 14,432,675,049	\$ 4,650,000		
2010-11	109,960	14,116,462,882	4,140,000		
2011-12	110,757	14,117,917,712	3,615,000		
2012-13	111,358	14,377,053,503	-		
2013-14	111,846	14,926,307,046	-		
2014-15	112,343	15,711,723,908	-		
2015-16	112,377	16,532,734,533	-		
2016-17	113,000	17,470,054,913	-		
2017-18	115,296	18,504,516,800	-		
2018-19	115,830	19,900,173,601	-		
<b>Fiscal Year</b>	<b>Less Debt Service Fund <sup>(4)</sup></b>	<b>Net Bonded Debt</b>	<b>Ratio of Net Bonded Debt to Assessed Value</b>	<b>Net Bonded Debt Per Capita</b>	
2009-10	\$ 704,300	\$ 3,945,700	0.00027	\$ 33.91	
2010-11	704,300	3,435,700	0.00024	31.24	
2011-12	704,300	2,910,700	0.00021	26.28	
2012-13	-	-	0.00000	0.00	
2013-14	-	-	0.00000	0.00	
2014-15	-	-	0.00000	0.00	
2015-16	-	-	0.00000	0.00	
2016-17	-	-	0.00000	0.00	
2017-18	-	-	0.00000	0.00	
2018-19	-	-	0.00000	#DIV/0!	

(1) Costa Mesa Community Economic Profile

(2) Assessed Valuation - Source: HdL Coren & Cone, Orange County Assessor Combined Tax Rolls

(3) As of February 1, 2012, the Successor Agency to the former Costa Mesa Redevelopment Agency is responsible for the outstanding Redevelopment debt.

(4) Amount available for repayment of General Obligation Bonds

# RATIO OF ANNUAL DEBT SERVICE EXPENDITURES FOR GENERAL OBLIGATION BONDED DEBT TO TOTAL GENERAL GOVERNMENTAL EXPENDITURES \*

**Last Ten Fiscal Years**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total General Obligation Bonded Debt Services</b>	<b>Total General Governmental Expenditures</b>	<b>Ratio Debt Service to General Gvmt Expenditures</b>
2009-10	\$ -	\$ -	\$ -	\$ 119,029,826	0.00%
2010-11	-	-	-	104,396,937	0.00%
2011-12	-	-	-	108,877,893	0.00%
2012-13	-	-	-	111,012,567	0.00%
2013-14	-	-	-	120,992,396	0.00%
2014-15	-	-	-	120,230,851	0.00%
2015-16	-	-	-	121,143,469	0.00%
2016-17	-	-	-	127,498,015	0.00%
2017-18	-	-	-	160,199,576	0.00%
2018-19	-	-	-	174,770,538	0.00%

\* Includes General, Special Revenue, and Debt Service Funds.

### 2006 REFUNDING REVENUE BONDS

On June 1, 2006, the Costa Mesa Public Financing Authority issued \$2,365,000 of Revenue Refunding Bonds, Series 2006A, which was to advance refund the \$3,225,000 of the 1991 Lease Revenue Bonds issued on November 1, 1991. The original bonds were issued to provide monies to enable the Authority to acquire the City of Costa Mesa Community Facilities District 91-1 (Plaza Tower Public Improvements) 1991 Special Tax Bonds, issued under the Mello-Roos Community Facilities Act of 1982. The bonds mature serially from August 1, 2007 through August 1, 2022 in annual principal payments ranging from \$120,000 to \$210,000 and bear interest rates ranging from 3.85% to 5.10%. The debt service payments are funded by General Fund revenues.

### 2017 LEASE REVENUE BONDS

On October 4, 2017, the Costa Mesa Financing Authority issued a \$29,735,000 Lease Revenue Bond to fund (i) certain capital improvements in the City, (ii) refund all of the outstanding City of Costa Mesa 2007 Certificates of Participation (Police Facility Expansion Project), and (iii) pay the costs of issuing the Series 2017 Bonds. The debt service payments are funded by General Fund revenues.



## SCHEDULE OF DEBT SERVICE REQUIREMENTS TO MATURITY

The annual requirements to amortize bonds payable by the City as of June 30, 2020, are as follows (excluding loans payable and advances from other funds for which minimum annual payments have not been established):

Year Ending June 30	Public Financing Authority 2006 Refunding Revenue	Financing Authority 2017 Lease Revenue Bonds	Totals
2021	\$ 215,810	\$ 2,814,550	\$ 3,030,360
2022	215,355	2,802,550	3,017,905
2023	-	2,803,300	2,803,300
2024	-	2,799,550	2,799,550
2025	-	2,796,175	2,796,175
2026	-	2,792,925	2,792,925
2027	-	2,789,550	2,789,550
2028	-	1,069,800	1,069,800
2029	-	1,070,550	1,070,550
2030	-	1,069,800	1,069,800
2031	-	1,072,425	1,072,425
2032	-	1,068,425	1,068,425
2033	-	1,067,800	1,067,800
2034	-	1,065,425	1,065,425
2035	-	1,066,175	1,066,175
2036	-	1,073,375	1,073,375
2037	-	1,072,106	1,072,106
2038	-	1,074,450	1,074,450
2039	-	1,070,356	1,070,356
2040	-	1,069,806	1,069,806
2041	-	1,068,281	1,068,281
2042	-	1,070,700	1,070,700
2043	-	1,067,063	1,067,063
Total principal and interest	431,165	36,715,138	37,146,303
Less interest payments	(21,165)	(10,190,138)	(10,211,303)
Outstanding principal	<u>\$ 410,000</u>	<u>\$ 26,525,000</u>	<u>\$ 26,935,000</u>





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